

BOARD GUIDELINES OF THE MINNESOTA ARCHITECTURAL FOUNDATION

SECTION 1 DEFINITIONS

- A. **MAF:** Minnesota Architectural Foundation
 - B. **AIA MN:** American Institute of Architects Minnesota
 - C. **Board:** Minnesota Architectural Foundation Board of Directors
 - D. **FAIA:** Fellows of the American Institute of Architects
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SECTION 2 BOARD REPRESENTATION

- A. **Skills and Interests.** The MAF seeks board members with skills and interests that are aligned with the specific funds and groups with which we are, or want to be, allied. This will provide a strong advocate for each fund. The following list outlines recommendations as opposed to mandates for board composition:
- B. **Ralph Rapson Travel Study Fellowship Fund:** former Rapson fellow;
- C. **Thomas F. Ellerbe Scholarship:** former Ellerbe-Becket employee or AECOM employee;
- D. **Clarence Wigington Minority Architectural Scholarship:** minority architect;
- E. **Beverly E. Hauschild-Baron Leadership Fund:** AIA Minnesota Leadership Forum participant; and
- F. **FAIA member,** representing stature within the profession.
- G. Considerations for new board member selection:
 - Balance in representation among the AIA MN chapters, minorities, men and women

- Non-architects with interests and expertise that relate to the fulfilling of the foundation mission
 - Younger candidates to expand both the idea and influence pool
 - Representation of large and small architectural firms.
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SECTION 3 RESPONSIBILITY OF THE BOARD

A. Program Management. The board shall establish policy for the management of the programs of the foundation.

SECTION 4 BOARD EXPECTATIONS OF ITS MEMBERS

- A. Attendance.** Board members will strive to attend all board and committee meetings.
- B. Notification of Absence.** Board members will notify either the AIA MN office or the president when unable to attend a board or committee meeting, and give the president their input and/or opinions on agenda items, so decisions made by the board represent the opinions and ideas of a maximum number of the board.
- C. Three W's.** Board members are appointed with the expectation to fulfill the three W's: work, wealth and wisdom, on behalf of MAF. They are appointed for their valuable expertise and are expected to give their unique knowledge for the betterment of the foundation; they are expected to provide financial support to the MAF and dedicate the time necessary to carry out these charges.
- D. Committee Commitment.** Board members shall be active members of at least one committee.
- E. Public Expectation.** Board members shall reflect the mission of MAF when publicly representing the foundation.
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SECTION 5 EMERITUS MEMBERS

A. Continuing MAF Service. "Emeritus" status for all former board members is established to allow the continuation of service to MAF as ambassadors and participation in work for specific funds or activities. Membership on the

MAF board is the beginning of work with the foundation, not the end, and continued service will be encouraged.

- B. Project Recruitment.** This group will be actively recruited to help with projects that they are passionate about, and will be included in board and committee meetings that are dealing with those particular projects.

SECTION 6 ADJUNCT PARTICIPANTS

- A. Committee Service.** Committees are encouraged to invite adjunct committee members, to bring in specialized expertise and help, as deemed appropriate to serve the MAF mission and that of each committee and its annual plan.
- B. Voting Status.** Adjunct committee members will be full members of a committee, but not voting members of the foundation.

SECTION 7 FUND PLANS

- A. Annual Planning.** Yearly spending and fundraising plans shall be established, in concert with the finance committee.
- B. Yearly Award Maximums.** Award maximums for each of the named funds shall be approximately 5% of the average of that fund's last three yearly balances. Deviations in excess of these amounts shall be approved by the board on a case-by-case basis.
- C. Expectations of Fund Committees.** At the annual meeting, each fund committee shall present a program and spending plan for the upcoming year for board action.

SECTION 8 BOARD MEETINGS

- A. Annual Schedule.** The board shall establish its meeting schedule, including the frequency of meetings, i.e. monthly, bimonthly.
- B. Location.** The board shall meet at the AIA MN offices, unless otherwise stated.

**SECTION 9
FOUNDATION SCHEDULE**

A. Yearly Schedule. At its annual meeting, the board shall review and adopt a yearly schedule for major board activities.

**SECTION 10
GUIDELINE CHANGES**

A. Guideline Changes. Changes to the board guidelines may be made with a “yes” vote of a majority of the board.
