

July 22, 2019

## Opportunity to Serve as National Associate Committee Regional Associate Director – North Central States

The AIA Minnesota Board of Directors has the opportunity to appoint the next Regional Associate Director (RAD) to represent the North Central States region on the National Associates Committee (NAC). The RAD will be appointed to a two-year term, serving on the AIA NAC beginning on January 1, 2020.

The American Institute of Architects

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The North Central States region includes Minnesota, Wisconsin, North Dakota and South Dakota. There are approximately 830 Associate AIA members in the region. Membership by state breaks down approximately as follows: Minnesota 500, Wisconsin 250, North Dakota 50 and South Dakota 30. The opportunity to appoint the RAD is rotated among the states in the region.

### National Associates Committee

The NAC is a committee of the AIA whose primary focus is to serve the Associate membership in the advancement of their careers. By promoting excellence, providing information and leadership, fostering inclusiveness, and encouraging individual, community, and professional development, the NAC seeks to integrate the growing Associate community of the profession into a strong voice of the Institute. The NAC works strategically with the AIA Center for Emerging Professionals to develop initiatives relevant to and in the advancement of Associates in the Institute. To learn more about the NAC and the roles and responsibilities of the position, please read the [NAC Handbook](#).

### Roles and Responsibilities

Serving as a RAD can be a very rewarding experience and an opportunity to take on a larger leadership role within AIA, while allowing you to be actively engaged in shaping the future of the profession and growing your network with NAC, Young Architects Forum (YAF), and the AIA regionally and nationally. However, it is important to be fully aware of and able to fulfill the responsibilities and time commitments that are required.

The RAD is responsible for gathering information about issues facing Associates with the North Central States region and disseminating information about national/regional activities and resources for use at the local level. RADs serve as a vital link between Associates and the national organization. Much of the ongoing work is done via email and over the phone, but up to three (3) events per year are strongly encouraged (AIA National and AIA Minnesota cover all required travel costs for these events). The RAD responsibilities include, but are not limited to:

- Serve on the NAC Full Committee
- Connect with local Emerging Professional (EP) leaders throughout the four states and serve as a resource

- Disseminate information to local EP leaders about national/regional activities, best practices, and resources available
- Serve as point of contact for the region to the NAC
- Maintain regular contact with other RADs as appropriate to facilitate communication and dissemination of information and knowledge sharing
- Participate in workgroup initiatives and calls
- Attend up to three NAC events per year (AIA National and AIA Minnesota cover all required travel costs for these events):
  - NAC Annual Meeting (mandatory)
  - AIA Grassroots
  - AIA Conference on Architecture
- Participate in full quarterly committee conference calls

### Selection Process & Deadlines

AIA Minnesota members have been made aware of the open position through *Matrix* and phone calls to previously interested members. All candidates for RAD are encouraged to submit a ***Letter of Interest*** with a ***Statement of Qualifications*** no later than September 16, 2019 to:

Amber Allardyce, Hon. AIAMN  
 Deputy Executive Director  
 AIA Minnesota  
 105 5<sup>th</sup> Avenue South, Suite 485  
 Minneapolis, MN 55401  
[allardyce@aia-mn.org](mailto:allardyce@aia-mn.org)

Depending on the number of members interested in the position, the Review Committee will schedule interviews with a short-list of candidates in late September.

The Review Committee will submit a recommendation for the RAD appointment to the AIA Minnesota Board of Directors for consideration at its meeting in October. The recommended candidate may be invited to make a short presentation at this meeting and respond to questions from members of the Board of Directors.

The Review Committee is made up of the AIA Minnesota Executive Committee, and one current or former RAD from the North Central States region.

### Qualifications & Criteria

Candidates must be an Associate AIA Minnesota member in good standing and must not be licensed at the time of submission (may become licensed during the two-year term). Candidates shall be engaged with the issues unique to their chapter, state and region, and maintain and develop a robust network within these.

Letter of Interest shall describe the applicant's interest in the position.

The Statement of Qualifications submitted should address the following selection criteria that have been established for the RAD appointment:

- **Leadership** – demonstrated leadership skills and experience with AIA and/or other similar professional organizations
- **Time** – ability to commit the time required, both personal commitment and the support of partners, firm and/or employer
- **Communication** – effective communication skills, including ideas for listening to and engaging AIA members and component leaders within the North Central States Region
- **NAC** – familiarity of the NAC, responsibilities of RAD and relationship of NAC goals of state and local AIA components in the region
- **Interest in Serving** – Please address your interest in serving beyond the RAD position
- **Other** – other relevant skills, talents and/or experience
- The Statement of Qualifications may include up to three letters of support from AIA members.

### **RADs – Contact Information**

Members interested in the appointment are encouraged to talk with current and former RADs from the North Central States region to gain a better understanding of the expectations and responsibilities of the position. Here is list of these individuals with daytime telephone numbers:

Kyle Palzer, Assoc. AIA (MN; 2017-2019)  
(763) 742-5800  
[kpalzer@kodet.com](mailto:kpalzer@kodet.com)

Melissa Schulteis, Assoc. AIA (WI; 2016-2017)  
(920) 886-7844  
[Melissa.schulteis@miron-construction.com](mailto:Melissa.schulteis@miron-construction.com)

Claire Gillis, Assoc. AIA (MN; 2014-2015)  
(608) 780-5676  
[clariegillis@gmail.com](mailto:clariegillis@gmail.com)