

AIA San Joaquin Board of Directors Job Descriptions

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For additional questions or more information:

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AIASJ Vice President/President Elect

The Vice President/President-elect shall possess all the powers and perform all the duties of the President in the event of the absence of the President or of the President's disability, refusal, or failure to act and shall perform such other duties as are properly assigned by the Executive Committee or the President. The Vice President/President-elect shall succeed to the office of President upon expiration of the term of office of the President.

AIASJ Treasurer

The Treasurer shall have charge and shall exercise general supervision of the financial affairs and keep the records and books of account of this Chapter; prepare the budgets, collect amounts due this Chapter, and give receipts for and have the custody of its funds and monies and make all disbursements of funds; have custody of its securities and of its instruments and papers involving finances and financial commitments; conduct the correspondence relating to the office; and perform all duties usual and incidental to the office. The Treasurer shall make a written report to each annual meeting of this Chapter and a written report to each regular meeting of the Executive Committee. Each report shall set forth the financial condition of this Chapter, and its income and expenditures for the period of the report and the Treasurer's recommendations on matters relating to the finances and general welfare of this Chapter. The

The Treasurer shall not be personally liable for any loss of money or funds of this Chapter or for any decrease in the capital, surplus, income or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the office.

AIASJ Secretary

The Secretary shall act as the recording and corresponding secretary of the Chapter and the Executive Committee, and shall attend all their meetings and keep minutes of the proceedings; have custody of and shall safeguard and keep in good order all property of this Chapter, except property that is placed under the charge of the Treasurer; issue all notices of this Chapter; keep its membership roll; sign all instruments and matters that require the approval of this Chapter, keep its seal, and affix it on such instruments as require it; prepare the reports of the Executive Committee and this Chapter; in collaboration with the President, have charge of all matters pertaining to the meetings of this Chapter, and shall perform all other duties usual and incidental to the office. The Secretary shall furnish the Institute, the Regional Organization and the State Organization with such reports as may be required from time to time and at least annually shall furnish the Secretary of each of those organizations with the names and addresses of all officers (and directors) of this Chapter and report changes in the membership as may be required to keep the records of those organizations up-to-date and complete.

Director of Membership

The Director of Membership assists the Executive Director in keeping membership information current and up to date, acts as liaison between membership and Board and organizes member and non-member outreach (both formal and informal).

Director of Information and Public Relations

In charge of producing the quarterly chapter newsletter *ARCH*, ensure website and webpage content is current.

Director of Government Affairs

In charge of maintaining close eye on national, state and local legislation as it pertains to architects and AIA members. Maintain relationship with both AIA National and AIA California Council Legislative Affairs.

Director of Events

The Director of Events oversees all chapter events including the Lunch & Learn Series, the Lecture Series, Archop and Semi-Annual Events such as Sandcastle, Can-Struction, the Design Awards etc..

Associates Director

The Director of Emerging Professionals represents Young Architects, Associates, and Students through but not limited to the following:

- Supporting the path to licensure
- Serving as a resource in the young profession
- Stimulating ongoing continuing education programs that focuses on Emerging Professionals
ex: Site Visits, Lectures, A.R.E. Workshops

Director of Education

The Director of Education oversees the annual Student Design Award Program and works with the Director of Events on Lecture Series events.

AIA CC Delegate

The AIACC Delegate is the representative of the San Joaquin chapter as a voting member at all AIA California Council Board Meetings. The chapter delegate is also encouraged to attend all local board meetings to provide updates to the board.