How to submit a Component Best Practice

AIA national is working towards creating a database of best practices that are sharable and replicable for components’ use. Best practice submissions should fall under one of the core service categories and should elevate that core service.

Programs should:

- **Innovate** – The program or best practice should demonstrate the ability of the chapter to serve members and the community. It should capture and interpret the needs of your current and future membership. The program should illustrate a comprehensive understanding of the topic and illustrate performance excellence and value.

- **High-quality** – The program or best practice should exemplify and promote relevant knowledge on a topic. Also, evidence should be provided to demonstrate that the program engages in ongoing knowledge and programmatic evaluation and enhancement. An added plus is that the program concept, development, content and implementation engaged the component in collaborative relationships with other allied organizations.

- **Replicable** – The program must be replicable with steps/processes for chapters to follow. The program should incorporate tangible, practical content that can be used by other components.

- **Relevant** – The objectives, design and content of the program should be consistent with the members’ needs and challenges. The program should be reviewed periodically to determine its continued relevance in meeting member needs. The program can engage members as well as nonmembers and expand the influence of architects in their communities and the profession.

- **Measurable** – The submission must have clear and specific measures/indicators of success. The program must have quantitative measures that demonstrate the overall impact or effect on the overall membership.

**Resources**

View previously submitted Best Practices (link to Component Connect)

All Best Practices should abide by the [AIA Content Style Guide](#)

**Contact**

Jack Charlton, Manager Component Communications & Information Resources
NAME OF COMPONENT: AIA Houston

CONTACT: Rusty Bienvenue

COMPONENT SIZE: More than 1,000 members

PROGRAM TITLE: Complete the Communities Housing & Urban Design Competition

CORE SERVICE: Advocacy

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM:
AIA Houston partnered with the City of Houston, City Council, the Mayor’s office, The City of Houston Housing Department, the City Chief Resiliency Officer and the Super Neighborhood Alliance to host a housing design competition among AIA Houston members to design resilient, sustainable, low cost housing for neighborhoods devastated by Hurricane Harvey. AIA members were asked to submit preliminary designs under the understanding the winning entries would be built and the architects fairly compensated for their work.

HOW DOES YOUR PROGRAM ADDRESS THE CORE MEMBER SERVICE?
Advocacy is about relationships at the local level and we now have friends in agencies we didn't think possible. Also, we were able to spread the gospel of good design to communities we haven't been able to reach in the past.

WHO IS THE INTENDED AUDIENCE (include size and demographic)
For AIAH, the audience was several agencies of city government, the Mayor, City Council and the neighborhoods included in the contest. For the city officials involved, the audience was the entire region. Given the size and diversity or our city, those demographics are hard to quantify.

WHAT IS THE BUDGET? (include all costs including sponsors, grants, and other outside funding)
Low cost, huge ROI!
Competition Prizes $5000
Juror Travel (1) $1000
Refreshments (paid by a City Council member) $500
Staff Time $priceless

HOW (list the steps or process to implement this program, be as specific as possible)
1. Find a champion within city government - we worked first with an architect on City Council and the tailored the competition to enhance the Mayor’s previously announced Complete Communities program.
2. Get the Housing Department and Mayor’s office on board.
3. Write a competition brief
4. Come up with a timeline and a jury
5. Choose the winners
6. Follow up with the housing department regarding contracting for services