



# Component Accreditation

Institute Resource Training

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## **OVERVIEW**

Core Member Services

Accreditation

Member Service Plans

AIA Resource Allocation

WHAT'S  
IN IT FOR  
ME

# Core Member Services

## **CORE MEMBER SERVICES**

Member Communications

Education

Advocacy

Public Outreach

Governance

Membership

Finance & Operations

## **CORE MEMBER SERVICES**

### **Member Communications**

Follow brand guidelines

Promote AIA products

Have a digital platform

## CORE MEMBER SERVICES

### Education

Offer 18 CES credit hours annually

- At least 12 hours HSW
- At least 4 hours curated by your component

Follow CES Provider Manual guidelines

Mentor and support emerging professionals

*States only.* Appoint Architect Licensing Advisor

## CORE MEMBER SERVICES

### Advocacy

#### *States only.*

- Develop legislative agenda
- Engage with state decision-makers
- Send rep to Architects in Action
- Appoint State Disaster Coordinator

#### *Locals only.*

- Engage with local decision-makers



## CORE MEMBER SERVICES

### Public Outreach

Raise public awareness on design and architects' role.

Use AIA campaign materials or create your own.

Recognize member projects and service.

## CORE MEMBER SERVICES

### Governance

Adopt these policies:

- Conflict of interest
- Whistleblower
- Records retention/destruction
- Review of executive performance and compensation

Observe AIA policies:

- Antitrust compliance
- Anti-harassment (or develop your own)
- Equity, diversity and inclusion

## CORE MEMBER SERVICES

### Governance (continued)

Up-to-date bylaws, using AIA model and submitted

Board minutes

Directors & officers and general liability insurance

Report officers to AIA by December 31

Strategic plan

Business continuity plan

State filings for non-profit organizations

## **CORE MEMBER SERVICES**

### **Membership**

Retain and recruit annually

Welcome new members and engage with members

Seek member feedback

## **CORE MEMBER SERVICES**

### **Finance & Operations**

File taxes

Financial reporting and review

Financial data and transaction safeguards

Report dues rates by September 15

Attend Grassroots

Attend CACE Annual Meeting

Attend Institute Resource Training

# Accreditation Process

## **ACCREDITATION PROCESS**

Online application portal on OpenWater

Accreditation teams examine applications

Approval, or chance to fix items

Certificate: Current accreditation runs to end of 2022

Core Member Services 2.0 will be reviewed this year

## ACCREDITATION PROCESS





# Member Service Plans

## **MEMBER SERVICE PLANS**

Providing a valuable and consistent experience for all members

Statewide conversations lead to alignment

## MEMBER SERVICE PLANS

Statewide agreement covers:

- 1) who delivers services
- 2) distribution of AIA revenue

Facilitates cooperation and coordination between components around your state.

# Resource Allocation

## RESOURCE ALLOCATION

### Resource Allocation Sources



## RESOURCE ALLOCATION

### Distribution Model



August 1  
Member Count

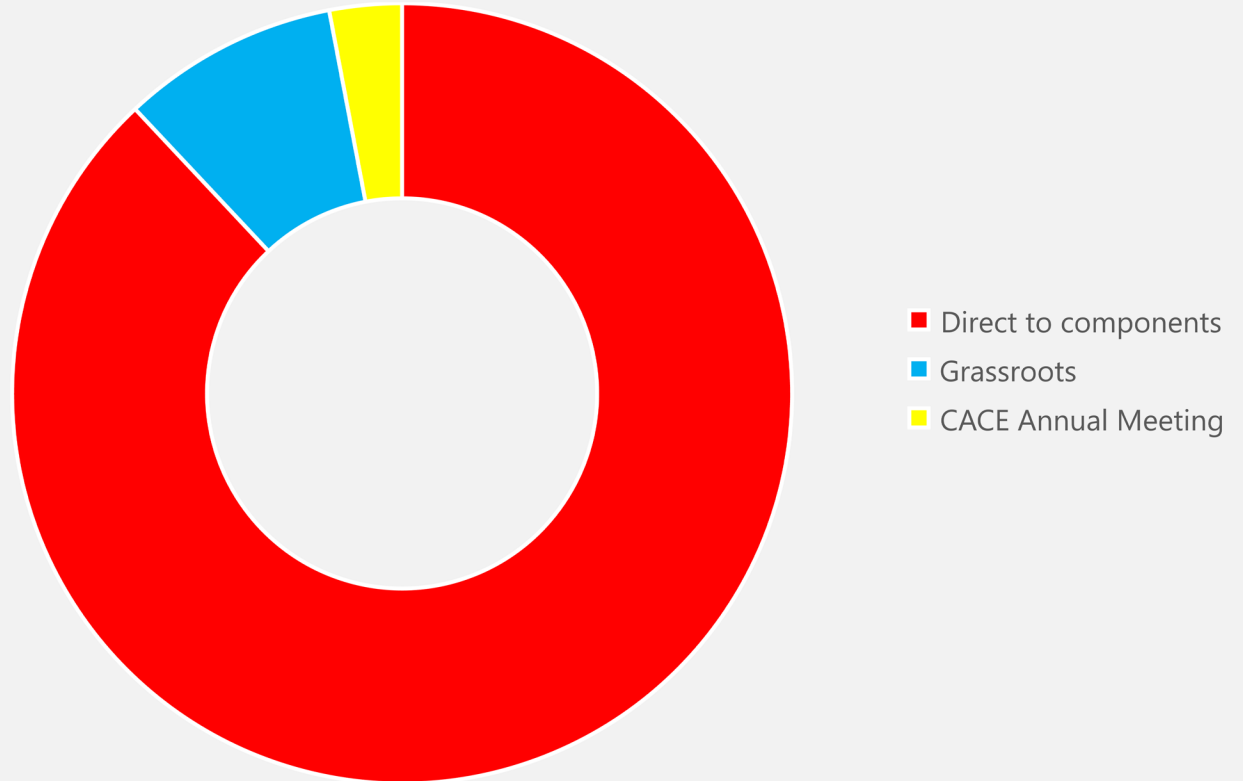
&



Delivery of  
Core Services

## RESOURCE ALLOCATION

Allocated for Component Development



## RESOURCES

Component Connect: [www.aia.org/leaders](http://www.aia.org/leaders)

Core Service pages on Component Connect

Component Playbook on Component Connect

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