

AIA Prairie Illinois Chapter Formation

Short Term (1-2 year) plan

- Meet all core member services and exceed certain areas (as listed in the core member service section of this application)
 - Financial and administrative aspects
 - Membership goals
 - Educational opportunities
- Maintain funding and support for a part time equivalent staff
- Maintain membership numbers and grow to expand the membership
- Provide the membership with a consistent contact for AIA related questions
- Establish working connection and dialogue for collaboration amongst sections within new prairie chapter
- Set in place tools for success so long term goals remain in focus to chapter's priority
- Create resource efficiencies (shared resources) to support Section programs and marketing

Long Term (3-5 year) plan

- Continue member service support
- Maintain and support funding for a full time staff equivalent
- Provide the membership with a consistent contact for AIA related questions
- Exceed core member services and provide best practices for other chapters
- Establish working outline of core services of chapter/section/position duties and responsibilities within schedules to avoid any gaps in transition between leadership
- Expand individual sections best practices across prairie chapter in cross chapter involvement or establish in other other sections

Meeting the core member services

1. Communications

- Produce an electronic newsletter
- The new combined chapter will represent appx. 550 members and nearly 2/3 of the state of Illinois.
- The AIA Prairie Chapter will use the approved and provided logo and branding to communicate with members
- Integrate ever developing communication platforms to increase visibility to members and increase new member enrollment

2. Education

- The current chapters that will comprise the new prairie chapter provide over 45 hours of CEU and will have no problem providing 18 CES annually.
- The largest chapter that will be part of the new prairie chapter currently has an active YAF group and a rotating YAF testing kit.
- Utilize communication platforms for non local members to engage in AIA activities outside their chapter
- Education can now be established as a traveling unit across prairie state with less administrative handling and more opportunities for engagement

3. Advocate

- The current and future sections are centered around the membership populations and will be close to local government.

4. Elevate Public Awareness

- Current chapters relate to the public in several ways including student awards or scholarship programs.
- Current chapters provide student and design awards and are looking to expand their programs to represent the entire (new) chapter.
- The general public will be engaged in architecture through awards programs and presentations, social interaction and media coverage of notable component and member activities and recognitions.
- Increase(d) involvement of field related organizations, NIBCA, USGBC etc in events showcasing our value of network within our organization

5. Governance

- The Chapter will be adopting several policies now in place at AIA Illinois and will be adding more over the first year of incorporation. Policies regarding all items referenced on the 990 will be in place prior to January 1, 2016. Minutes of the Board of Directors and other pertinent committees will keep minutes which for the board will be stored indefinitely.
- Officers have been selected by the membership at-large and will contact information will be sent to AIA prior to January 1, 2016.
- The AIA Prairie Chapter will file the appropriate documentation with the state of Illinois to maintain its non-profit status.
- The Prairie Chapter bylaws were adopted by membership and are a hybrid of the AIA Model Bylaws and the AIA Central Illinois and AIA Illinois Bylaws (all which align with the AIA Model).
- Board members will be required to sign the AIA anti-trust policy and an anti-trust statement will be included on all meeting agendas.
- The Prairie Chapter will maintain Directors and Officers insurance.

- The Prairie Chapter will conduct a strategic plan at least once every five years and will align it with the Institute's strategic plan.
- The Prairie Chapter will send its staff person and two elected leaders to the annual leadership conference.

6. Membership

- The Prairie Chapter will conduct regular recruitment and retention efforts and utilize all resources available to them from AIA and AIA Illinois.
- The Prairie Chapter will report all dues rates in accordance with the annual call for dues process.
- The Prairie Chapter's staff person will have access and will use the AIA National database as its primary membership system.
- New members, newly licensed and new fellows will be recognized on the AIA Prairie website, e-news communications and at different events throughout the year.
- The Prairie Chapter will ensure that the proper votes are cast on its behalf at the AIA National Convention.

7. Finances and General Operations

- The Prairie chapter will file all applicable IRS forms annually including the appropriate 990.
- The Prairie Chapter will maintain a bank account and follow all applicable banking laws upon FEIN approval by the IRS.
- The Prairie Chapter will take all reasonable steps to ensure member information and financial transactions are secure.
- The Prairie Chapter will have a dedicated point of contact (staff member) who will be able to answer phones, emails and maintain a current mailing address.
- The Prairie Chapter will send a staff member to the CACE annual meeting at least once every three years.
- In the event that the Prairie Chapter is able to hire an Executive Director, said executive director will be sent to attend Institute Resource Training.
- In the event that the Prairie Chapter is able to hire an Executive Director, said executive director will be subject to performance reviews and salary and benefit reviews. If the chapter only hires a staff member, the highest ranking staff member will be subject to review by the Board.