



AIA Redwood Empire

The American Institute of Architects

MEMORANDUM

Date: September 1, 2010

To: AIA Redwood Empire Members

From: Ron Verdier, AIA 2010 AIARE President
Wendy Young, Executive Director

Regarding: 2011 AIARE Officers & Directors
Call for Nominations

This memorandum serves as a Call for Nominations for the open positions of the AIARE Board of Directors. The elections will be held on Wednesday, November 3, 2010 at the Glaser Center on Mendocino Avenue in Santa Rosa during the Annual Membership Meeting. The Glaser Center is located at 547 Mendocino Avenue, Santa Rosa, California.

Please note, the following open positions are being noticed for nominations.

Open Positions:	Term:
Vice-President/President Elect	2011-2012
Treasurer	2011-2013
Director – Chapter Affairs	2011-2113
Director – Associate	2011-2013
Director – Professional Practice	2011-2013
Director at Large – NCAC Website	2011-2013
AIARE Affiliate Member Board Position	2011-2013

(*See attached description for Affiliate position – This position will be filled by the 2010 Board of Directors after meeting with all the affiliate members who have presented a notice of intent by Thursday, September 30, 2010.)

Important Dates:

Wednesday, September 1, 2010	Call for Nominations sent via email to all members
Thursday, September 30, 2010	Nominations Due (All positions)
Monday, October 4, 2010	List of Nominees Posted on website
Wednesday, November 3, 2010	Election/Results Announced

Nomination Submittals – General Information (All Positions)

- Nominees must be AIA/AIARE members in good standing and be able to attend all regularly scheduled Board Meetings.
- Nominations Notice of Intent must be received by Executive Director, Wendy Young by Thursday, September 30, 2010.

Election Procedures:

The nominees for the 2011 open positions will be verified by the AIARE Secretary and the Executive Director. The election for all open positions will be held during the AIARE Annual Meeting on Wednesday, November 3, 2010 at 12:00 p.m. at the Glaser Center on Mendocino Avenue in Santa Rosa. Candidates for office will give a speech no longer than 5 minutes.

Board of Director Requirements:

- All board members must be available to meet once a month (currently the second Thursday afternoon of each month) during their tenure. No more than two absences during the year.
- Attend the Board of Director’s Retreat in January 2011 (TBD).
- Attend and support AIA Redwood Empire programs/Events.
- Maintain a written binder of your duties and contacts throughout the year to pass on to the future director that assumes your position on the board.
- You are not expected to work alone on your position. You may create a committee of AIARE members to help you throughout the year with board approval. You would just report back on the committee progress.

For more information on the roles and responsibilities of the open offices, please contact AIARE Executive Director, Wendy Young at (707) 838-2672 or exec@aiare.org.

Get involved!