



# Volunteer Leadership Training

January 19, 2023





PART I

# WELCOME

Thank you, 2023 volunteers.



 **OUR MISSION**

Activate Colorado's  
**architecture** community to  
advance positive change.

 **OUR VISION**

Create a movement of  
**change agents** to broaden  
the impact of architecture.

## OUR VALUES



### **CONNECT**

We believe that a connected community of architects can do more than any individual.



### **ADVOCATE**

We find ways for architecture to help make things right in our society.



### **CELEBRATE**

Architecture is serious business, but we honor having fun and sharing success.



### **ADVANCE**

We move forward with purpose, never satisfied with the status quo.



### **CATALYZE**

We work to equip the architecture community to set change in motion.

## **OUR IMPERATIVES**



Foster a culture of belonging



Emphasize environmental stewardship



Promote justice, equity, diversity, and inclusion

PART II

**ABOUT AIA**

---

About AIA Colorado

---

What Can't be Done Alone



## ABOUT AIA COLORADO

**AIA Colorado**—the Colorado Chapter of the American Institute of Architects—is the voice of the architecture profession in Colorado. Through advocacy, leadership development, education, and resources for architects, the organization supports architecture professionals in designing a better world where we all can live, work, and play. Our statewide network of 2,400 members includes architects, those working toward licensure, and allied industry professionals.



## LEGAL DISCLAIMER

### AIA Colorado's Tax Status is 501(c)6

- Tax code for a business association. Although they're organized to promote business, they don't generate a profit and don't pay shares or dividends. That qualifies them as non-profit organizations, exempt from paying income tax, but donations are not tax-deductible.

### Bound by Federal and State Laws

- Many "thou shalt nots." The most important of which is the Antitrust Act. Anti-discrimination laws, Sarbanes-Oxley (990), Campaign Finance, General Not For Profit Act, Articles of Incorporation, etc. Two key ideas: be a decent human being and mind apparent authority.

### Chartered by the National Organization

- Kind of like a franchise. For the right to represent and serve members in this geographic area, we charge dues, are governed by a board of directors and use the brand identity. In exchange, we must adhere to guidelines outlined in the 8 Core Service areas and uphold the policies and position statements of national.

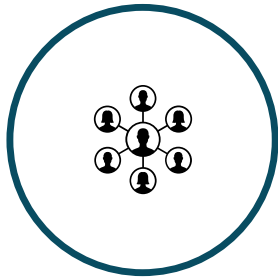
## MEMBERSHIP

We currently have an all-time high number of members.

In 2022, there were 1,832 AIA Members, 472 Assoc. AIA Members, and 167 Emeritus Members, totaling **2,471 Members**.

Our 2022 membership grew by 118 new Members.

# DO TOGETHER WHAT CAN'T BE DONE ALONE



**Connect**



**Protect**



**Promote**



**Equip**



# SUPERGROUPS

## Policy Impact

- Building Jobs for Colorado Coalition
- Department of Regulatory Affairs Licensing Board
- Design and Construction Coalition
- Government Affairs Committee
  - Legislative Subcommittee
- Political Action Committee
- Small Donor Committee
- State and Local Government Network Representative

## Career Leadership

- Architect Licensing Advisors
- Architecture Education Foundation
- Ascend Mentorship Group
- Christopher Kelley Leadership Development Program Advisory Committee
- College of Fellows Nominating Committee
- National Associates Committee Representative
- Young Architects Forum Representative
- University of Colorado Architecture and Environmental Design

## Governance

- Board of Directors
- Big Sibs Chapters
- Nominating Committee
- Strategic Council Representative

## Community Outreach

- A3LC
- Disaster Response Coordinator
- Downtown Denver Partnership
- Colorado Green Building Guild
- Local Advisory Committees
  - Denver
  - North
  - South
  - West
- NOMA
- ULI

## Practice Advancement

- Academy of Architecture for Health Knowledge Community
- Awards Committee
  - Design Awards Jury
  - Honor Awards Jury
- Business of Architecture Knowledge Community
- Committee on the Environment (COTE)
- Conference Committee
- Justice Equity Diversity and Inclusiveness Committee
- Regional/Urban Design Knowledge Community
- Small Firm Exchange Representative



**PART II**

**TOOLS AND**

**TECHNIQUES**

---

Serving as an Ambassador

---

Roles and Responsibilities

## SERVING AS AN AMBASSADOR



Committees, knowledge communities, and Local Advisors are extensions of AIA Colorado



You have been chosen to represent and lead aspects of AIA Colorado's work



Interdependent model



Each group has a staff and board liaison



Collaborate. We represent the entire State



Meet with other committees



Mission, vision, values and imperatives at the forefront of your efforts

## ROLES AND RESPONSIBILITIES

As a volunteer, you may be asked to do the following:

- Attend this orientation (done!)
- Lead regular virtual meetings of the committee and actively participate
- Serve as an ambassador of AIA Colorado
- Use Basecamp as your primary source for project management and communication with committee members and AIA Colorado Staff
- Represent AIA Colorado and the committee at various events and in your community





## 2023 WORKFLOW STEP-BY-STEP PROCESS

PART 1

1

### **Prep Period**

Chair and Staff have a one-on-one discussion to go over the game plan for the upcoming work period.

2

### **All Hands Convening**

Every chair, board liaison, and staff meet together for full assembly discussion to open, and then breakouts by supergroup.



## 2023 WORKFLOW COMMITTEE MEETINGS

PART 2

- 3 Orient**  
Become familiar with each other and the committee charge.  
*Who and why are we...?*
- 4 Ideate**  
Generate potential solutions and suggested outcomes.  
*What if we...?*
- 5 Iterate**  
Generate potential solutions and suggested outcomes.  
*How will we...?*
- 6 Deliver**  
Meet publishing deadline and CES filing requirements.  
*Where and when will we...?*

## 2023 WORKFLOW STEP-BY-STEP PROCESS

PART 3

7

### **Publish**

Newsletter and web feature on the work of the committees. Can be divided as standalone articles amongst the committees within a supergroup over the course of the year, or a recurring overview of all the activities.

8

### **Present**

A continuing education session designed to transfer knowledge from inside the committees to the wider membership. Should have enough depth to earn CEU credit, learning objectives, and HSW if possible.

9

### **Board Meeting**

Board liaisons come prepared to assess the work of the supergroups to date, address resource issues, and course correct if necessary.

10

### **Reset**

Debrief lessons learned and archive work for smooth handoff to next round.

PART 4



## 2023 CALENDAR ROUNDS 1 & 2

1

### Round 1:

January 2 to January 6 – Prep Period  
January 19 – All Hands Convening  
(Virtual)

**January 19 – Board Meeting (Denver)**

January 26 – Committee Meeting Date  
February 2 – Committee Meeting Date  
February 9 – Committee Meeting Date  
February 16 – Committee Meeting Date  
February 22 – Publish  
March 1 – Present  
**March 2 – Board Meeting (North)**  
March 6 to 10 – Reset

2

### Round 2:

March 13 to 17 – Prep Period  
March 23 – All Hands Convening  
(Hybrid-one access hub in each section)  
March 30 – Committee Meeting Date  
April 6 – Committee Meeting Date  
April 13 – Committee Meeting Date  
April 20 – Committee Meeting Date  
April 26 – Publish  
May 3 – Present  
**May 11 – Board Meeting (South)**  
May 15 to 19 – Reset



## 2023 CALENDAR ROUNDS 3 & 4

3

### Round 3:

May 22 to 26 – Prep Period

June 1 – All Hands Convening  
(Virtual)

June 8 – Committee Meeting Date

June 15 – Committee Meeting Date

June 22 – Committee Meeting Date

June 29 – Committee Meeting Date

July 12 – Publish

July 19 – Present

**July 28 – Board Retreat (Aspen)**

July 31 to August 4 – Reset

4

### Round 4:

August 7 to 11 – Prep Period

August 18 – All Hands Convening

(Hybrid-one access hub in each section)

August 24 – Committee Meeting Date

August 31 – Committee Meeting Date

September 7 – Committee Meeting Date

September 14 – Committee Meeting Date

September 20 – Publish

September 27 – Present

September TBD – Awards

**October 6 – Board Meeting**

October 9 to 13 – Reset



## 2023 CALENDAR ROUNDS 5

5

### Round 5:

October 16 to 20 – Prep Period

October 26 – Committee Meeting Date

November 2 – Committee Meeting Date

November 9 – Committee Meeting Date

**November 15 – Board Meeting (Keystone)**

November 15 – 17 – Practice + Design Conference  
(Keystone)

November 16 – All Hands Convening  
(at Conference)

November 29 – Publish

December 6 – Present at Annual Member Meeting  
(Virtual)

**December 6 – Board Meeting (Denver)**

December 18 to 22 – Reset

## **PRO-TRUST** STATEMENT

It is the aspiration of AIA Colorado and its leaders to engage in meaningful work in a collaborative fashion. We apply our care for fellow colleagues and curiosity for the best ideas to the pursuit of consensus in all we do.

## Q&A

Anything confusing?

Want more clarification?





Thank You!