



AIA Washington DC

2018 AIA|DC Committee Agreement for 2019 Activities

Committees are extremely important to the Chapter as they provide cutting edge educational content and leadership opportunities to our members. In support of our committees, AIA|DC and the District Architecture Center welcome Committee leaders to do specialized programming and hold meetings and events related to the committee's mission.

AIA|DC enthusiastically supports our committees with:

- Use of DAC for meetings and committee events
- Promotion through Cvent registration system, other electronic media including AIA|DC Newsflash and the website, social and print media, when possible
- A committee webpage on the AIA|DC website
- Tracking of financial income and expense, and,
- Staff time to accomplish all of the above.

The District Architecture Center has proven to be an invaluable resource for our chapter. The Center's convenient and prominent location, as well as elegant architecture, and knowledgeable staff, all support our mission of advancing architecture *for our members, our profession, and our community*. This resource comes with financial obligations we must meet. To meet these obligations, we ask each committee to agree to do the following:

1. Prepare an annual plan for the committee, with budget, which shall be presented to the Executive Committee by December 3, 2018 and approved by the Board no later than December 31, 2018.
 - a. The Chapter will provide \$250 to each committee for refreshments. It is mandatory for each committee to have at least one representative at the Committee Chair Boot Camp in order to receive the \$250. If additional funds are needed, that money must be raised by the committee. Twenty percent of all committee revenue and sponsorships (exclusive of the refreshment stipend) will support Chapter education.
 - b. Committee budgets must show that they can cover all committee costs. Surplus income does not roll over to a new calendar year.
 - c. Committee funds are intended to benefit the educational activities of the committee; the Board will conduct a periodic review of committee finances to ensure this. If expenses are determined not to be for educational purposes, reimbursement may be denied and funds will have to be returned to the Washington Architectural Foundation.
 - d. If the committee budget includes sponsorship, all potential sponsors must be submitted to the Chapter's Executive Director, for approval, prior to approaching the donor. This is to coordinate fundraising and prevent one donor from being hit up by multiple committees in the Chapter's name.
 - e. Under no circumstances may a committee obligate the Chapter to financially support an event without the express approval of the Executive Committee.

2. Its required that the committee be present at the Chapter’s Annual Meeting to present its mission and programs.
3. Include AIA|DC in the name of the committee. This can be accomplished by adding ‘DC’ to the end of the name of the Committee: LA.IDEA DC; LA.IDEA|DC; adding a subtitle to the Committee: LA.IDEA, a committee of AIA|DC; or adding AIA|DC before the committee name: AIA|DC LA.IDEA. There will be no exceptions to this rule.
4. Committees shall include at least two (2) chapter members on their governing boards.
5. Committees shall use “Chair” and “committee member” rather than “president” or “board member” to avoid confusion with the AIA|DC Board of Directors.
6. Committees shall submit all graphic logos for the committee or programs of the committee for AIA|DC review and approval before distribution.
7. Committees shall submit all materials and communications using the AIA|DC, DAC, WAF (Washington Architectural Foundation), and/or AIA National logos to the Chapter for approval before distribution.
8. Committee shall provide accurate and up-to-date contact information for the Committee page on the Chapter’s website, coordinated through chapter staff.
9. Committees are encouraged to understand that DAC is both AIA|DC & WAF headquarters and a public venue for a variety of other groups and activities. The Chapter will make every effort to maintain a consistent calendar of regular committee meetings with dates as provided by the committees; however, the Chapter reserves the right to reschedule those meetings with one month’s notice as may be required. Any rescheduling will be carefully coordinated with committee leadership.
10. Provide at least one member of the committee to sit on the Chapter’s Education committee. As subject matter experts, committees can be particularly helpful to the Chapter’s efforts, particularly with regard to DesignDC.
11. Committees cannot enter into a partnership with an outside company or organization without prior approval from the AIA|DC Executive Committee.

By signing below _____ Committee agrees to abide by the requirements described above and acknowledges that if these expectations are not met, the Committee may forfeit the use of DAC and other services. Thank you for your support and understanding. We look forward to an enriching and engaging 2019.

Signature by Committee Chair	Print Name	Date
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Accepted: _____
 2018 President, AIA|DC