**2024 AIA|DC Committee Agreement**

*Committees provide 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.*

1. AIA|DC supports each Committee with:
	1. Use of DAC for meetings and Committee events, in accordance with chapter policies as outlined in the Committee Handbook
	2. Use of Zoom license for meetings and Committee events
	3. Promotion through Cvent registration system, other electronic media including the AIA|DC Newsflash, the AIA|DC website, social media, and email marketing when possible
	4. A Committee webpage on the AIA|DC website
	5. The Chapter will provide a $350 stipend to each Committee. It is mandatory for each Committee to have at least one representative at the Committee Leadership Night in order to receive the $350.
	6. Tracking of financial income and expenses, and,
	7. Staff time to accomplish all of the above.
2. The Committee agrees to the following:
	1. Prepare an annual plan for the Committee that includes a programming schedule and budget, which shall be presented to the Executive Committee by December 1, 2022 and approved by the AIA|DC Board of Directors. All Committee activities must be in the approved Committee Plan or they may not take place.
	2. If additional funds beyond the Committee stipend are needed, that money must be raised by the Committee. Twenty percent of all Committee revenue and sponsorships (exclusive of the stipend) will be retained by AIA|DC to support Chapter education.
	3. Committee budgets must show that they can cover all Committee costs.  Surplus income does not roll over to a new calendar year.
	4. 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.
	5. 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.
	6. Chapter Committees are not legal entities, therefore under no circumstances may a Committee obligate the Chapter to financially support an event without the express approval of the Executive Committee of the Board of Directors. Committees cannot enter into a partnership with an outside company or organization without prior approval from the AIA|DC Executive Committee.
	7. A member of the Committee must be present at the Chapter’s Annual Meeting to present its mission and programs.
	8. Committees must 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.
	9. Committees shall include at least two (2) Chapter members on their governing boards.
	10. Committees shall use the terms “Chair” and “Committee member” rather than “president” or “board member” to avoid confusion with the AIA|DC Board of Directors.
	11. Committees shall submit all graphic logos for the Committee or programs of the Committee for AIA|DC review and approval before distribution.
	12. 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.
	13. Committee shall provide accurate and up-to-date contact information for the Committee page on the Chapter’s website, coordinated through Chapter staff. External Committee websites will be reviewed on a quarterly basis and must adhere to standards within this agreement.
	14. 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 coordinated with Committee leadership.
	15. All Committee education programs must adhere to AIA Education Provider standards. Scheduling requests and an online Event Request Form will be submitted no later than four weeks prior to the date of the event, and attendance records will be provided to Chapter staff no later than 5 days after the event. Events must be approved by AIA National before a program’s CEUs are advertised. The Chapter establishes pricing for events. A $500 sponsorship is required to offer and event for free, and all funds must be paid before free registration can open for an event.
	16. **Committee Chairs will relay Chapter requirements to Committee members.**

By signing below, the 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, staff services, and status as a Chapter Committee.

