

MEMORANDUM

DT: April 30, 2026

TO: AIA Membership
AIA Illinois Board of Directors
AIA Illinois Chapter Presidents
AIA CACE Executives in Illinois
State/Territory Associate Representative
Young Architects Representative
AIAS Chapters

FR: Megan Harte, AIA
AIA Illinois President

RE: **AIA Illinois Call for 2027 Board Nominations**

In accordance with the AIA Illinois Board and Bylaws, this memorandum serves as the Call for Nominations for the open positions of the AIA Illinois Board of Directors.

The elections will be held at a Board of Directors meeting on **September 11, 2026**.

Open Positions:

	Term:
President-elect/Treasurer	2027
Secretary	2027
Chapter Director – Chicago	2027-2029
Chapter Director – Prairie	2027-2029
Student Director	2027
Early Professionals (EP) Director	2027
At-Large (up to 2)	2027
Young Architects Representative (YAR)	2027-2028

Nomination Submittals – General Information (All Positions)

Nominee must be an AIA Illinois member in good standing, and be able to attend all regularly scheduled meetings during the term of office. Prospective candidates are encouraged to be in attendance for an **informational Zoom on Friday, May 29 at 12:00 pm** where they will have the opportunity to ask questions of the current Board members and staff.

<https://us02web.zoom.us/j/7635378473?omn=84515300900>

Meeting ID: 763 537 8473

One tap mobile +13126266799,,7635378473#

Submission Deadline – 12:00 pm on Friday, June 26, 2026

Candidates Must Provide (All Positions)

All candidates for open positions shall provide the information listed below:

1. Nominee/Nominator information can be filled out on **either** of the following:
 - a. Digital form - <https://forms.gle/MGWCLZu4JNfxhzu47> **OR**
 - b. Submitting a resume or biography summarizing candidate's background, including education, professional history and service to the profession as well as a statement of interest expressing the candidates goals for serving in the selected position to council@aiaill.org.
2. Questions can be directed to:
Eric Klinner, CAE, Executive Vice President
Phone: 217-522-2309 x 2
Email: council@aiaill.org

AIA Illinois Call for 2027 Board Nominations (cont.)

President-elect/Treasurer

Expenses for this Board position are paid for by the AIA Illinois Council. The President-elect/Treasurer must be an AIA member in good standing throughout their one-year term.

The President-Elect/Treasurer shall assume all presidential duties in the President's absence, incapacity, refusal, or failure to act, and perform additional responsibilities as assigned by the Executive Committee or President. This role oversees the Council's financial operations, including budgeting, recordkeeping, fund collection and disbursement, custody of assets and financial documents, and related correspondence. The President-Elect/Treasurer also performs all customary duties of the office.

Responsibilities, Authority & Representation

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, and the executive vice president.
- Undertakes special assignments upon request of the executive vice president.
- Participates at council meetings to review, revise and establish policies for the mutual benefit of all AIA Illinois council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.
- Serves as liaison between the Board and their local chapter board and members.

Meetings and Events

The President-elect/Treasurer should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).

Succession

Upon the President's term expiration, the President-Elect/Treasurer shall automatically succeed to the presidency.

Reports

The President-Elect/Treasurer shall submit written financial reports at each annual Council meeting and each regular meeting of the Executive Committee and Council Board. Reports must detail the Council's financial status, income, expenditures, and recommendations for financial and organizational well-being.

Secretary

Expenses for this Board position are paid for by the AIA Illinois Council. The Secretary must be an AIA member in good standing throughout their one-year term.

The Secretary serves as the recording and corresponding officer for the Council, Council Board, and Executive Committee. Responsibilities include attending meetings, maintaining minutes, issuing notices, managing the membership roll, and safeguarding Council property not assigned to the President-Elect/Treasurer. The Secretary also signs official documents requiring Council attestation, maintains the Council seal, prepares reports, and coordinates meeting logistics with the President. Additional duties include those customary to the office.

Responsibilities, Authority & Representation

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, and the executive vice president.
- Undertakes special assignments upon request of the executive vice president.
- Participates at council meetings to review, revise and establish policies for the mutual benefit of all AIA Illinois council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.
- Serves as liaison between the Board and their local chapter board and members.

Meetings and Events

The Secretary should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).

Reports

The Secretary shall provide required reports to the Institute, including an annual submission of Officer and Director contact information and updates to membership records to ensure accuracy and completeness.

AIA Illinois Call for 2027 Board Nominations (cont.)

AIA Illinois Chapter Director (2)

Chicago Chapter Director (1)

Prairie Chapter Director (1)

Expenses for this Board position are paid for by the AIA Illinois Council. The Director must be an AIA member in good standing throughout their three-year term.

Responsibilities, Authority & Representation

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, and the executive vice president.
- Undertakes special assignments upon request of president and/or executive vice president.
- Participates at council meetings and serves as a liaison of their assigned chapter to review, revise and establish policies for the mutual benefit of all AIA Illinois council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.

Communications

- The director should maintain “regular” communications with the AIA Local Board, from the chapter which they belong, keeping them aware of happenings at AIA Illinois and AIA Illinois should be kept aware of what is happening at the local chapters (through attendance at the Board meetings and a director report submitted in the consent agenda).
- Directors should write a brief report explaining what their chapter has done over the last quarter and what they have planned for the next quarter. Director reports written by the director will help connect the state and local components.

Meetings and Events

The Director should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).

Student Director

Expenses for this Board position are paid for by the AIA Illinois Council. The Student Director must be enrolled in an Illinois architecture school program throughout their one-year term.

Duties

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, executive vice president and the local AIA & AIAS chapters.
- Undertakes special assignments upon request of president and/or executive vice president.
- Participates at council meetings as a representative of architecture students in Illinois to review, revise and establish policies for the mutual benefit of council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.
- Develops programs and events for the benefit of architecture students in Illinois, with assistance of the AIA Illinois Board of Directors, and architecture students.
- Assist in distribution or free graduate membership information to all students in the architecture programs that qualify.
- The Student Director will participate in the Early Professionals Committee and help plan the AIASpire Leadership Conference.

Communications

- The student director should maintain “regular” communications and serve as the liaison with the AIAS Chapters throughout the state and AIA Illinois.
- Through these communications, AIAS chapters should be kept aware of happenings at AIA Illinois and AIA Illinois should be kept aware of what is happening at the local chapters (through your attendance at the Board meetings and by submitting a student directors report for the board meetings).

AIAS Contacts Spreadsheet

- Update AIAS contacts spreadsheet with all relevant contact information for the AIAS chapters in Illinois including information for officers, general chapter contact, and faculty advisor.
- Updated sheet to be sent to AIA Illinois in October.

Meetings and Events

- The Director should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), AIASpire Leadership conference and Prairie Grassroots (Spring).

AIA Illinois Call for 2027 Board Nominations (cont.)

AIA Illinois Early Professional Director

Expenses for this Board position are paid for by the AIA Illinois Council.

Responsibilities, Authority & Representation

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, and the executive vice president.
- Undertakes special assignments upon request of president and/or executive vice president.
- Participates at council meetings to review, revise and establish policies for the mutual benefit of all AIA Illinois council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.
- Leads the Early Professionals Committee which includes meetings and the planning of the AIASpire Leadership Conference.

Communications

- The director should maintain “regular” communications with EP’s from the component, keeping them aware of happenings at AIA Illinois and AIA Illinois should be kept aware of what is happening with EP’s (through attendance at the Board meetings and a director report submitted in the consent agenda).
- Directors should write a brief report explaining what their chapter has done over the last quarter and what they have planned for the next quarter. Director reports written by the director will help connect the state and local components.

Meetings and Events

The Director should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).

At-Large Director (up to 2 by appointment, seeking interest)

Expenses for this Board position are paid for by the AIA Illinois Council. The Director serving the one-year term is not required to be an AIA member.

Responsibilities, Authority & Representation

- In concert with other members of the board, sets policy and establishes rules and regulations, adopts budget for the council and guides development and implementation of public policy positions and supports all stated policies.
- Works in partnership with the board of directors, executive committee, and the executive vice president.
- Undertakes special assignments upon request of president and/or executive vice president.
- Participates at council meetings to review, revise and establish policies for the mutual benefit of all AIA Illinois council members.
- Responsible to the members for seeing that council programs and policies reflect the needs and aspirations of the council membership.

Meetings and Events

The Director should plan to attend all Board meetings (quarterly), the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).

AIA Illinois Call for 2027 Board Nominations (cont.)

AIA Young Architect Representative (YAR)

Expenses for YAF Annual Meeting are covered by the Institute. AIA Illinois covers quarterly Board meetings and the National Leadership Summit are provided by the Council according to AIA Illinois bylaws.

The YAR must be an AIA member in good standing throughout their two-year term and serves as a voting member of the National Young Architects Forum (YAF). YAF advocates for young architects across national, state, and local AIA components by promoting leadership, inclusion, excellence, and professional development. The YAR serves as a vital connector between Illinois young architects, Early Professionals (EPs), and the broader AIA community - locally, statewide, and nationally. As Illinois YAR, you serve as the primary link between Illinois AIA chapters and the national YAF Advisory Committee (AdCom), helping ensure young architects have a strong voice within the profession and access to resources, recognition, and opportunities.

Communication & Engagement

- Maintain active communication with IL YAF chapters and EP groups.
- Share and gather information from local AIA chapters as needed and participate in local chapter calls and programming upon request.

Leadership & Planning

- Attend the YAF Annual Meeting (in-person) and join monthly YAF committee meetings (virtual).
- Contribute to one YAF focus group (e.g., Advocacy, Communication, Community, Knowledge, Strategic Vision).
- Participate in monthly AIA Board Visibility Network calls.

State & National Collaboration

- Coordinate with COF Regional Rep and NAC State Associate Rep (STAR) to support mutual goals.
- Recommend young architects for awards, leadership roles, and committee positions.
- Attend national events when possible - AIA Conference on Architecture, the National Leadership Summit.

State-Specific Responsibilities

- Contribute to state-level programming for Early professionals and young architects.
- Co-lead the AIA IL EP Network in rotation with the STAR (After the two-year term, serve as Past Chair for one additional year).
- Strongly encouraged to attend AIA Illinois events - quarterly Board meetings (virtual or in-person), AIAspire Student Leadership Conference, the Annual Conference & Honor Awards (Fall), and Prairie Grassroots (Spring).
- Upon completing the two-year STAR term, invited to serve as EP Director on the Illinois Board for one year.

National Representation Opportunities

Participation opportunities on Strategic Council work groups, Knowledge Communities, Board Committees, Member Interest Groups and Task Forces (*Availability may vary annually*).