

Job Description

Chair, Young Architects Forum

AIA Wisconsin

The following outlines the history and mission of the Young Architects Forum [YAF] and the basic functions, duties, relationships and characteristics for the YAF Chair:

History & Mission

AIA Wisconsin established a YAF in 2001 as a result of strategic discussions at the annual long-range planning retreat.

The YAF is a group of young architects who gather locally to:

- Discuss common goals, problems, experiences and thoughts about their careers, the profession and design;
- Encourage professional growth and leadership development through interaction and collaboration within the AIA and allied professions; and
- Build a state, regional and national network and collective voice for young architects.

Young architects are registered architects at the beginning of their career, which generally is defined as being licensed for ten years or fewer.

Basic Functions, Responsibilities & Relationships

The YAF Chair is appointed by the AIA Wisconsin President in consultation with the Executive Committee and Board of Directors to:

- Collaborate with other AIA leaders, emerging professionals, committees and allied groups to develop programs that support the YAF mission,
- Communicate regularly about YAF programs and activities with Director Advisor for Education & Practice Commission, Board of Directors, local AIA chapter leaders, Fellows, YAF regional director and AIA Wisconsin staff, and
- Identify and mentor future YAF leaders.

To develop and maintain mutually beneficial relationships, it also is important for the YAF Chair to:

- Work closely with other YAF leaders to ensure that AIA Wisconsin programs and policies reflect the needs and aspirations of young architects and other emerging professionals.
- Communicate regularly with AIA Wisconsin leaders and staff on YAF matters related to policies, programs and finances.
- Maintain positive relationships with local AIA chapter leaders, YAF regional director, Fellowship Committee, Associate AIA leaders, state and local IDP coordinators, AIAS leaders, and allied professional organizations.

Leadership Characteristics

The YAF Chair should be a strong leader with the following characteristics:

- **Enthusiasm** – Positive, energetic and excited about the chance to work with other young architects and the AIA.
- **Organization** – Very good at organizing information and people, including running an effective meeting.
- **Communication** – Effectively communicate with others one-on-one and in large groups as well as prepare written reports and program announcements.
- **Other Qualifications** – The chair must be an active member of AIA and preferably a registered architect. Keeping the YAF vibrant takes more than one person, so it is advisable whenever possible to select a vice chair or co-chair to help direct the group. These YAF leaders should have the same skills and qualifications as the chair. It is also a good idea to stagger the terms of these YAF leaders to provide continuity and continued leadership.

In addition, it often is a good idea to identify a core planning group of at least 5 people to come up with program ideas and plan events.

YAF Resources

YAF information [e.g. handbook, committee rules, rosters, activities, knowledge resources, etc.] can be found on the national AIA website at:

www.aia.org/yaf

Information on career stages is available on the AIA Wisconsin website at:

<http://www.aiaw.org/membership/stages.shtml>

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