



AIA
Florida

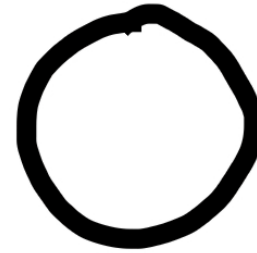
AIA Resources for Components

(or , Don't Reinvent the Wheel)

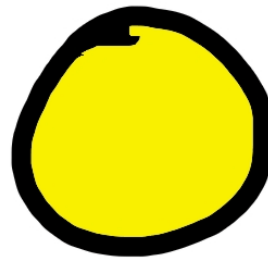
Lisa O'Donnell

Director of Membership & Marketing

DON'T REINVENT
THE WHEEL



JUST REDESIGN IT



OFILISPEAKS.COM

But, don't "over-design" it – use the
tools from AIA and AIA Florida!

AIA Vocabulary Lesson

- **Architect Member:** Individuals with an architectural license from a U.S. licensing authority are eligible for architect membership.
- **Associate Member:** professional degree in architecture; currently work under the supervision of an architect; currently enrolled in the Intern Development Program (IDP) and working toward licensure; or faculty member in a university program in architecture.
- **Emeritus:** membership elevation that must be approved by AIA; **member must be in good standing; must be age 70; and, must be retired.**
- **Fellow:** elected to Fellowship by a jury of peers. Fellowship is one of the highest honors the AIA can bestow upon a member.
- **Lapsed Member:** any member who has not paid dues for the current year. Lapsing of members happens in late March/early April each year.
- **Terminated Member:** Members are terminated for non-payment of dues after Dec. 31 of the following year. Members can also be terminated for non-compliance of CE requirements. **This can affect both Emeritus and Fellowship!**
- **Dues Adjustment (aka Dues Waiver):** a request made by a member and submitted by a component to National for a reduction of dues or a full waiver of dues.

AIA Dues – where do they go?

- AIA collects dues from members and they are distributed to the national component, then to state and local components.
- Example: AIA Miami Architect Member:
 - National Dues: \$260
 - State Dues: \$150 (not increased over 10 year)
 - Local Dues: \$250
- Example: AIA Miami Associate Member:
 - National Dues: \$150
 - State Dues: \$105
 - Local Dues: \$120

Applications & Forms & Waivers...

Oh my!

Architect Membership Application used for:

- New Architect Members
- Reinstating Architects members who have terminated membership and wish to become members

The screenshot shows the '2016 Architect Membership Application' form from The American Institute of Architects. The form is divided into several sections: 'Personal Information', 'Company Information', and 'Architecture Degree'. At the top right, there are checkboxes for 'New Member' and 'Former Member', and a 'Source Code: 16AIA' field. Below the '2016 Architect Membership Application' title, a note states: 'Individuals with an architectural license from a U.S. licensing authority are eligible for Architect membership. If you are new to the AIA, please join online at www.aia.org/join. If you were a member previously, please proceed with completing this application.'

Personal Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			Apartment/Unit #
City	State/Country	ZIP	
Home Phone	Home E-mail		
Home Fax	Cell Phone	DOB	

Company Information

Company Name			Job Title
Address			Suite/Floor
City	State/Country	ZIP	
Office Phone	Office E-mail		
Office Fax	Company Web Address		

Mailing Preference: ☐ Home ☐ Office Primary Email: ☐ Home ☐ Office Primary Phone: ☐ Home ☐ Office

Check to receive the digital version only of ARCHITECT magazine ☐
Periodically, AIA will make its mailing lists available to companies in the build and design industry. If you do not want your mailing address shared, please check here: ☐

Architecture Degree

Type of degree	Month/Year Received	School
----------------	---------------------	--------

Applications & Forms & Waivers... Oh my!

Associate Membership
Applications used for:

- New Associate Members who do not qualify for Free Graduate Membership
- Reinstating Associate members who have terminated membership and wish to become members

The screenshot shows the '2016 Associate Membership Application' form from The American Institute of Architects. The form is divided into several sections: Personal Information, Company Information, Associate Membership Eligibility Criteria, Degree Information, Chapter Assignment, and Code of Ethics. The 'Personal Information' section includes fields for Name (First, M.I., Last), Address, City, State/Country, ZIP, Home Phone, Home E-mail, Home Fax, Cell Phone, and DOB. The 'Company Information' section includes fields for Company Name, Job Title, Address, City, State/Country, ZIP, Office Phone, Office E-mail, Office Fax, and Company Web Address. The 'Associate Membership Eligibility Criteria' section includes checkboxes for various eligibility requirements, such as 'Professional Degree in architecture—traditional career', 'Professional Degree in architecture—alternative career', 'Intern - NCARB ID#', 'Intern - NCARB ID# (NCARB ID# required)', 'I work under the supervision of an architect in a professional capacity', 'I work under the supervision of an architect in a professional capacity (Supervising architect information required)', 'I work as a faculty member in a university program in architecture—not licensed', and 'I work as a faculty member in a university program in architecture—not licensed'. The 'Degree Information' section includes fields for Type of degree (e.g., BArch, MArch), Year Received, and School. The 'Chapter Assignment' section includes a text box for Chapter assignment and a checkbox for 'Assign me to the local AIA chapter'. The 'Code of Ethics' section includes a checkbox for 'I agree to abide by the Code of Ethics stated in the AIA Bylaws and Terms & Conditions' and a signature line. The form also includes a 'New Member' checkbox, a 'Former Member' checkbox, and a 'Member ID' field. The 'Source Code: 16AIA' is displayed in the top right corner. The form is labeled 'Page 1 of 2' at the bottom.

The American Institute of Architects

☐ New Member Source Code: 16AIA
☐ Former Member Member ID: _____

2016 Associate Membership Application

If you are new to the AIA, please join online at www.aia.org/join. If you were a member previously, please proceed with completing this application.

Personal Information

First		M.I.	Last
Address			
City		State/Country	ZIP
Home Phone		Home E-mail	
Home Fax		Cell Phone	DOB

Company Information

Company Name		Job Title
Address		Suite/Floor
City		State/Country
Office Phone		Office E-mail
Office Fax		Company Web Address

Mailing Preference: ☐ Home ☐ Office Primary Email: ☐ Home ☐ Office Primary Phone: ☐ Home ☐ Office

Check to receive the digital version only of ARCHITECT magazine ☐
Periodically, AIA will make its mailing lists available to companies in the build and design industry. If you do not want your mailing address shared, please check here: ☐

Associate Membership Eligibility Criteria

Associate Membership Eligibility Requirement (you must meet one of the following to be eligible, however, please check all that apply)

☐ Professional Degree in architecture—traditional career. (Copy of degree required)
☐ Professional Degree in architecture—alternative career. (Copy of degree required)
☐ Intern - NCARB ID# _____ (NCARB ID# required)
☐ Intern - NCARB ID# _____ (NCARB ID# required)
☐ I work under the supervision of an architect in a professional capacity. (Supervising architect information required)
☐ I work under the supervision of an architect in a professional capacity. (Supervising architect information required)
☐ I work as a faculty member in a university program in architecture—not licensed.

Degree Information

Type of degree (e.g., BArch, MArch)	Year Received	School
-------------------------------------	---------------	--------

Chapter Assignment

The AIA is a three-tiered organization requiring membership at the local, state, and national levels. Chapter affiliation is assigned by the zip code of your office or home address. To view a list of chapters, visit www.aia.org/local/structure.

If you need help determining your chapter assignment, contact AIA Information Central at 1 (800) 242-3837, option 2.

Assign me to the local AIA chapter _____ based on my: ☐ Home address OR ☐ Office address

Code of Ethics

AIA members agree to abide by the AIA Bylaws, the AIA Code of Ethics and Professional Conduct and agree to the Terms & Conditions for membership. To view the Code of Ethics, visit www.aia.org/code_of_ethics. To view the Terms & Conditions, visit www.aia.org/terms_of_service.

☐ I agree to abide by the Code of Ethics stated in the AIA Bylaws and Terms & Conditions.

Signature _____ Date _____

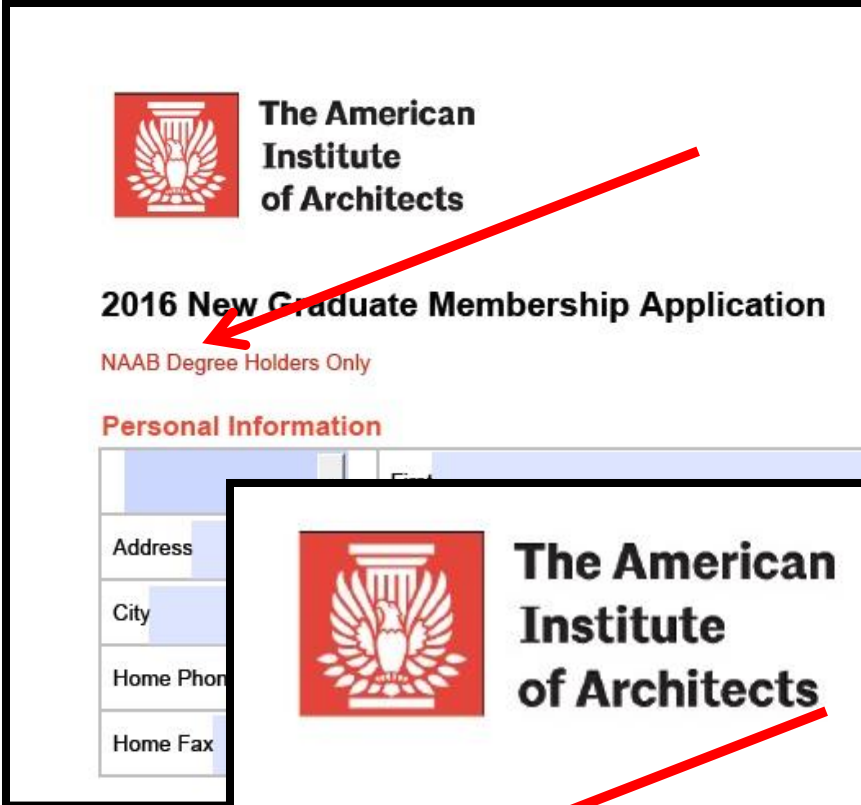
Page 1 of 2


Applications & Forms & Waivers...

Oh my!

New Graduate
Associate Membership
Applications used for:

- Recently Graduated Members with a NAAB-accredited architecture degree
- OR
- Recently Graduated Members without a NAAB-accredited architecture degree



 **The American Institute of Architects**

2016 New Graduate Membership Application

NAAB Degree Holders Only

Personal Information

First	
Address	
City	
Home Phone	
Home Fax	



 **The American Institute of Architects**

2016 Associate New Graduate Members

Non-NAAB Degree Holders Only

Personal Information

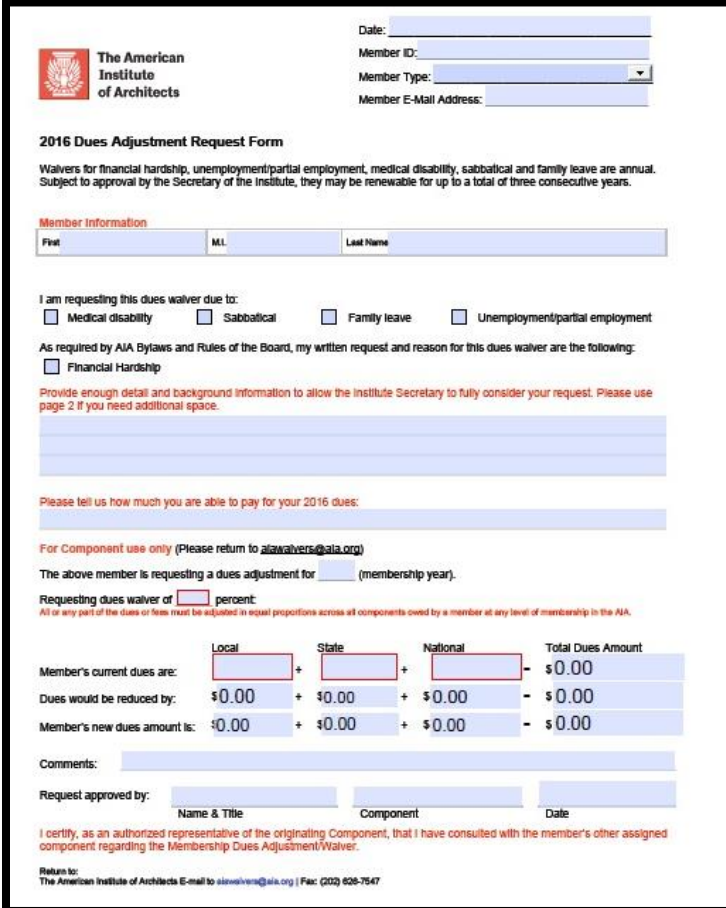
First	
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Applications & Forms & Waivers...

Oh my!

What is the waiver process?

1. Member should complete the 2016 waiver form to local chapter.
2. Local Component will approve or deny or:
3. State Component will approve or deny. (This applies only where a member is assigned both to a Local Component and to a separate State Component.)
4. The originating Component must certify that it has consulted with the member's other assigned Component regarding the Membership Dues Adjustment/Waiver before submitting to the Institute for processing.
5. National Membership Strategy and Services department will forward the request to the Secretary of the Institute for final approval or denial (upon receipt of completed waiver form with the member's written request).
6. Member will receive a letter from the Institute informing him/her of the outcome of the request.



The American Institute of Architects

Date: _____
Member ID: _____
Member Type: _____
Member E-Mail Address: _____

2016 Dues Adjustment Request Form

Waivers for financial hardship, unemployment/partial employment, medical disability, sabbatical and family leave are annual. Subject to approval by the Secretary of the Institute, they may be renewable for up to a total of three consecutive years.

Member Information

First	M.I.	Last Name

I am requesting this dues waiver due to:

☐ Medical disability ☐ Sabbatical ☐ Family leave ☐ Unemployment/partial employment

As required by AIA Bylaws and Rules of the Board, my written request and reason for this dues waiver are the following:

☐ Financial Hardship

Provide enough detail and background information to allow the Institute Secretary to fully consider your request. Please use page 2 if you need additional space.

Please tell us how much you are able to pay for your 2016 dues:

For Component use only (Please return to dueswaivers@aia.org)

The above member is requesting a dues adjustment for _____ (membership year).

Requesting dues waiver of _____ percent.

All or any part of the dues or fees must be adjusted in equal proportions across all components owed by a member at any level of membership in the AIA.

	Local	State	National	Total Dues Amount
Member's current dues are:				\$0.00
Dues would be reduced by:	\$0.00	\$0.00	\$0.00	\$0.00
Member's new dues amount is:	\$0.00	\$0.00	\$0.00	\$0.00

Comments: _____

Request approved by: _____

Name & Title	Component	Date

I certify, as an authorized representative of the originating Component, that I have consulted with the member's other assigned component regarding the Membership Dues Adjustment/Waiver.

Returns to:
The American Institute of Architects E-mail to dueswaivers@aia.org | Fax: (202) 626-7547

Applications & Forms & Waivers...

Oh my!

Dues Waivers continued:

What will a member need to demonstrate eligibility for an adjustment/waiver request?

- Financial Hardship
- Medical Disability
- Sabbatical
- Family Leave
- Unemployment/partial employment
- Other exceptional circumstances

May a member qualify for consecutive adjustment/waiver requests?

The Rules of the Board permit a waiver to be granted on an annual basis in up to three consecutive years.

May a member who receives a adjustment/waiver enroll in the Dues Installment Program?


Yes.

Applications & Forms & Waivers...

Oh my!

Elevation Form:
Associate to Architect

- Upon licensure, associate members should complete this form



**The American
Institute
of Architects**

2016 Associate to Architect Form

Please indicate the jurisdiction in which you are licensed to practice in the United States (To avoid processing delays, you must include a
Upon verification of your active U.S. license, your membership type will be changed to Architect.

Personal Information


<input type="text"/>	<input type="text"/>	First	<input type="text"/>	M.I.	<input type="text"/>	Last	<input type="text"/>
Address <input type="text"/>							Apartment/Unit <input type="text"/>
City <input type="text"/>			State/Country <input type="text"/>			ZIP <input type="text"/>	
Home Phone <input type="text"/>			Home E-mail <input type="text"/>				
Home Fax <input type="text"/>			Cell Phone <input type="text"/>			DOB* <input type="text"/>	

Applications & Forms & Waivers...

Oh my!

Elevation Form: Architect to Emeritus Form

- Architects may apply for Emeritus Membership once all three requirements are met per the AIA bylaws:
 - Member in good standing for 15 consecutive years immediately prior to application
 - Reached the age of 70
 - Is retired from the profession, or incapacitated to be unable to work

	The American Institute of Architects	
		Date
		Member ID

2016 Architect to Emeritus Form

AIA Bylaws – Member Emeritus

2.311 Architect Members. Any Architect member may apply for Emeritus status who has been in good standing in the Institute for fifteen successive years immediately prior to his or her application, and either (i) has attained the age of 70, and is retired from the profession of architecture, or (ii) is so incapacitated as to be unable to work in the profession.

2.312 Associate Members. Any Associate member may apply for Emeritus status who has been in good standing in the Institute for fifteen successive years immediately prior to his or her application, and either (i) has attained the age of 70, and is retired from an occupation related to the profession of architecture or (ii) is so incapacitated as to be unable to work in an occupation related to the profession of architecture.

2.313 Waiver by the Secretary. The Secretary, in exceptional circumstances and for adequate cause, may, on an individual basis, waive all or part of the period of good standing required for Emeritus status.


Applications & Forms & Waivers...

Oh my!

Transfer Form:

AIA Bylaws – 2.07 Component Assignment

- At the written request of a member, the Institute shall transfer the member's assignment from one chapter to another provided that the transferring member either lives or works within the territory of the new chapter.

**The American
Institute
of Architects**

2016 Chapter Transfer Request

AIA Bylaws – 2.07 Component Assignment

2.072 Assignment/Transfer. At the written request of a member, the Institute shall transfer the member's assignment from one chapter to another provided that the transferring member either lives or works within the territory of the new chapter.

Personal Information


<input type="text"/>	<input type="text"/>	First	<input type="text"/>	M.I.	<input type="text"/>	Last	<input type="text"/>
Address <input type="text"/>							Apartme <input type="text"/>
City <input type="text"/>			State/Country <input type="text"/>			ZIP <input type="text"/>	
Home Phone <input type="text"/>			Home E-mail <input type="text"/>				
Home Fax <input type="text"/>			Cell Phone <input type="text"/>			DOB <input type="text"/>	

Component Updates for Leaders

Helpful
Updates from
AIA National
and AIA
Florida:

- AIA
Component
Update from
AIA every
other week

From: Meredith Fender <meredithfender@aia.org> Sent: Thu 1/7/2016 2:15 P
To: Lisa O'Donnell
Cc:
Subject: Component Update: January 7, 2016



**AIA
Component
Update**

Connecting, Engaging,
and Leading through
Professional Development

For Leaders Page

The latest information is always available at www.aia.org/leaders

Component Executives, Staff, and Elected Leadership, sign in here:

Login

It is very important that all of CACE (including Component Staff) have an up-to-date record in NetForum for access to the For Leaders Page.

January 7, 2016

Robert Ivy Reflects on 2015

Watch for Component Update , sent every other week to AIA chapter staff and leaders. Each issue highlights news and opportunities to help you operate your AIA chapter and enhance your service to members. To unsubscribe-- or to ask that it be sent to other staff and leaders --contact [Meredith Fender](#), Sr. Manager of Component Collaboration & Resources.

✂ Look for the red scissor symbol to find text and hyperlinks that are audience specific for your members. Just cut-and-paste them into your chapter blogs, e-blasts, and newsletters.

Calendar of Events

Tuesday, January 12

- [Webinar: Using the AIA Identity](#)

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- [Robert Ivy Reflects on 2015](#)

Component Updates for Leaders

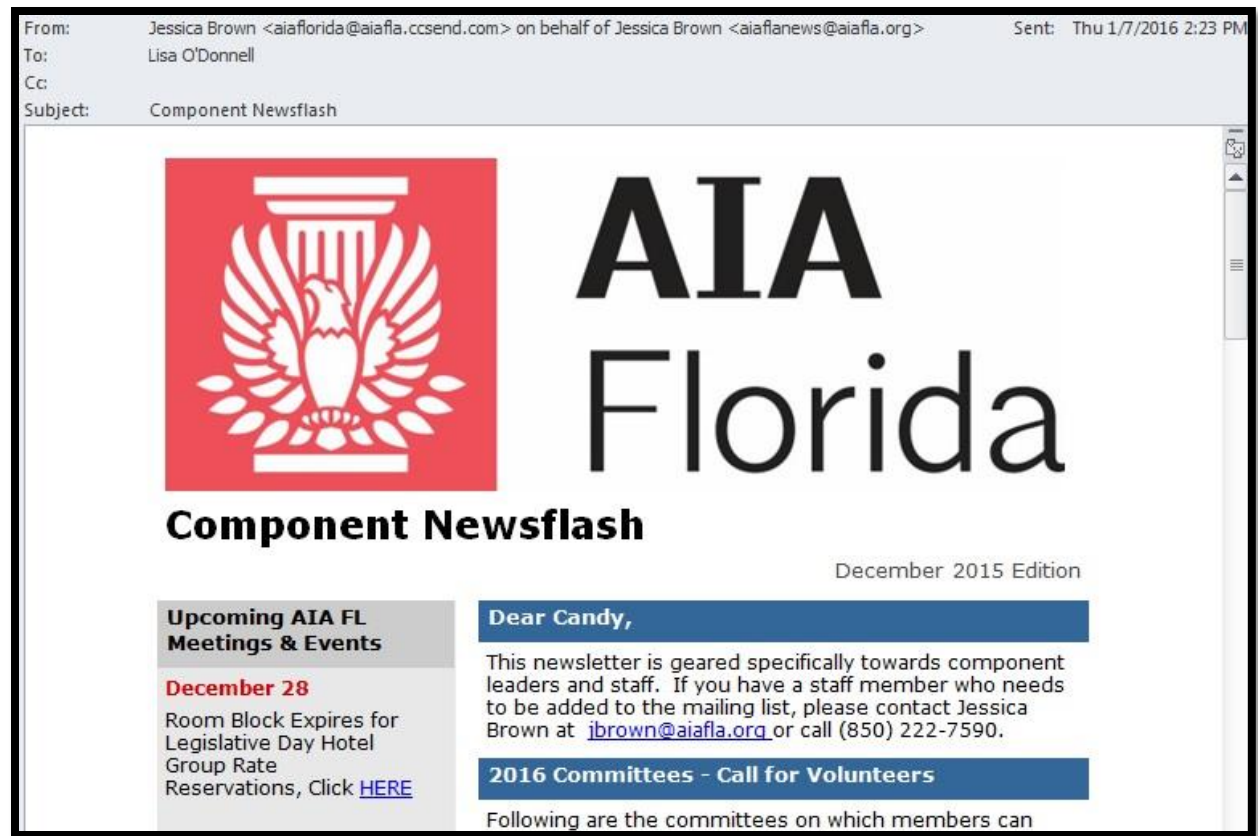
AIA Florida hosts monthly conference calls with component leaders in Florida. This call outlines important items for components such as upcoming deadlines and events.

If the President or President-elect cannot attend this call, identify another component leader that might participate so your leadership is aware of important items and deadline. Your associate director might be a good candidate and provide leadership training for that position.



Component Updates for Leaders

Component Calls are followed by an email newsflash for any leader unable to participate in the call. This acts as a good checklist or to-do list for components.



Membership Toolkit

This guide is available and updated by AIA National each year.

Contains a wealth of information including all applications, forms, contacts, calendars, links, ads and more.



Membership Toolkit

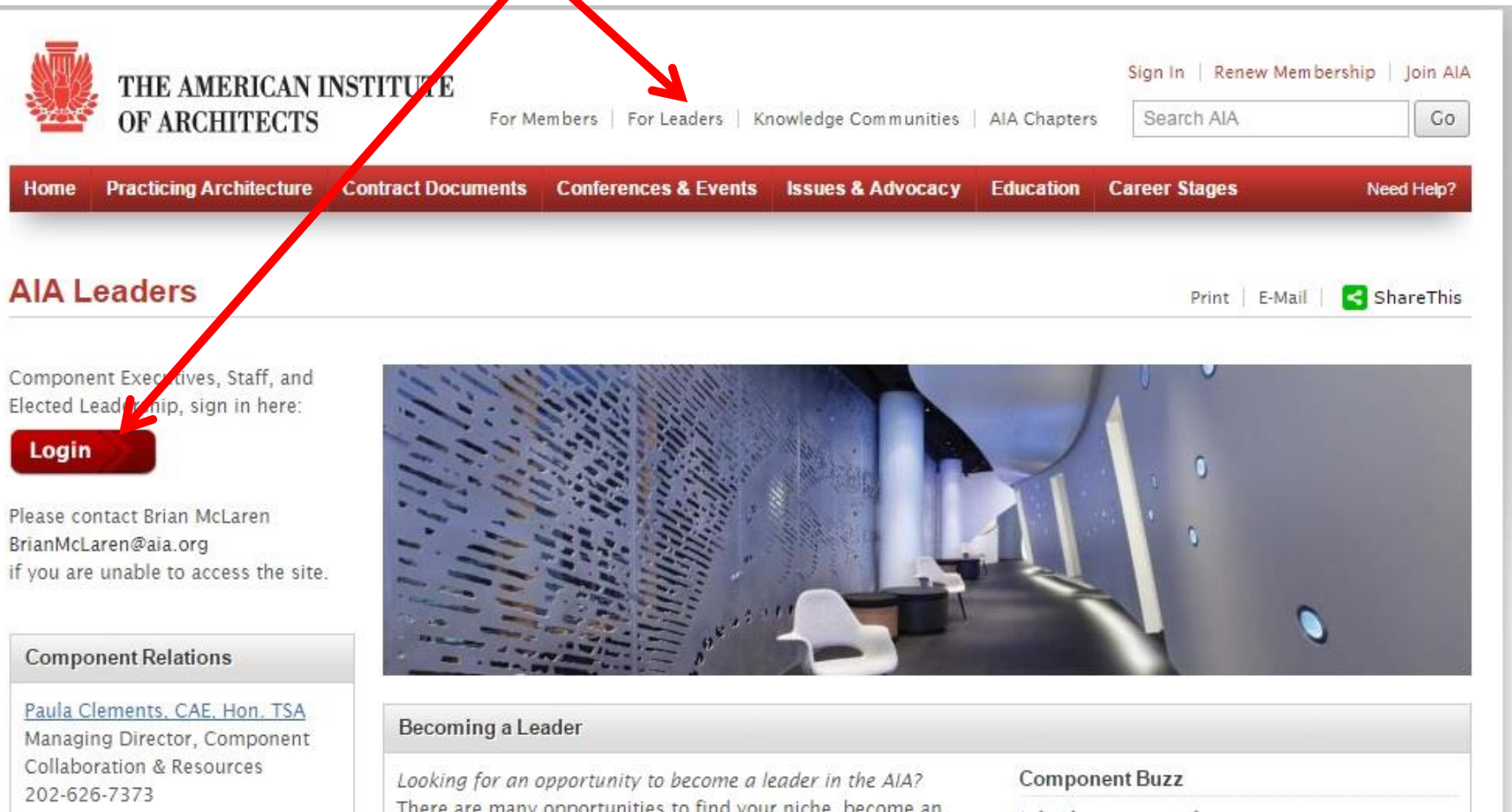
► 2016 MEMBERSHIP CALENDAR

The 2016 Membership Calendar encompasses invoicing, dues processing and retention & recruitment initiatives

January	February	March
<p>Date Activity</p> <p>1/7 Termination Process Run in netFORUM for members unrenewed for 2015</p> <p>1/11 Winback email for all terminated members</p> <p>1/5 3rd Membership renewal reminder</p> <p>1/15 Official Deadline for 2016 Dues Renewal</p> <p>1/29 Monthly DIP debit process</p> <p>TBA Final 2016 Invoicing Sweep</p> <p>1/7 New Grad Influencer Outreach</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>2/9 4th Membership renewal reminder</p> <p>TBA New Grad Emails</p> <p>2/29 Monthly DIP debit process</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>3/8 5th Membership renewal reminder</p> <p>3/15 6th Membership renewal reminder</p> <p>3/22 7th Membership renewal reminder</p> <p>3/31 Official Lapsing Deadline for members unrenewed for 2016</p> <p>3/31 Deadline for past due renewal payments</p> <p>3/31 Monthly DIP debit process</p> <p>Weekly Membership Fulfillment</p>
April	May	June
<p>Date Activity</p> <p>4/4 Lapsing Process Run in netFORUM for members unrenewed for 2016</p> <p>4/12 Lapsed notification (8th renewal reminder notification)</p> <p>4/19 Lapsed notification (9th renewal reminder notification)</p> <p>4/29 Monthly DIP debit process</p> <p>4/30 Final Deadline to Enroll into the 2016 Dues Installment Program</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>5/10 Lapse notification from secretary – Direct mail and email</p> <p>5/31 Monthly DIP debit process</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>6/7 Official lapsed notification renewal reminder</p> <p>6/21 Final Official lapsed notification renewal reminder</p> <p>6/30 Final Installments Due/Debited for 2016 Dues Installment Program Enrollees</p> <p>TBD Call for Dues Webinar</p> <p>Weekly Membership Fulfillment</p>
July	August	September
<p>Date Activity</p> <p>7/1 2017 Call for dues collection on-going</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>8/1 2017 Call for dues collection on-going</p> <p>Weekly Membership Fulfillment</p>	<p>Date Activity</p> <p>9/1 2017 Call for dues collection on-going (early invoicing begins)</p> <p>9/30 CES requirement deadline for 2017 calendar year</p> <p>TBD Membership Engagement Webinar</p> <p>Weekly Membership Fulfillment</p>
October	November	December

AIA “For Leaders Page” – it’s for you!

- <http://aia.org>
- For Leaders tab – log in using AIA login info



THE AMERICAN INSTITUTE OF ARCHITECTS


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AIA Leaders

Print | E-Mail |  ShareThis


Component Executives, Staff, and Elected Leadership, sign in here:

Login

Please contact Brian McLaren
BrianMcLaren@aia.org
if you are unable to access the site.

Component Relations

[Paula Clements, CAE, Hon. TSA](#)
Managing Director, Component Collaboration & Resources
202-626-7373



Becoming a Leader

Looking for an opportunity to become a leader in the AIA?
There are many opportunities to find your niche. become an

Component Buzz

AIA Florida Website



AIA Florida

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A Chapter of the American Institute of Architects

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Exhibitor Preview
July 30- Aug. 2 | Boca Raton

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Florida membership

AIA Member

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tools and resources



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Members Area

What Members Need To Know

New Buildings We're Excited to See Open in 2016 (Curbed, 1/6/2016)

AIA Florida Southwest Design Awards (Naples Daily News, 1/6/2016)

How architecture's greatest photographers are putting people back in the picture (CNN, 1/5/2016)

A Seawall That Proves Strong Infrastructure Can Be Pretty, Too (CityLab, 12/15/2015)

NASA Uses Lessons From Space To Design An Efficient Building (NPR, 12/1/2015)

[AIA-FL: All News](#) | [All Tweets](#)



AIA Florida Website Component Clearinghouse

← → ↻ 🏠 www.aiafla.org/Members_Component-Clearinghouse.cfm ☆



AIA Florida

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A Chapter of the American Institute of Architects

Looking for an architect? Are you an architect? Are you a student?

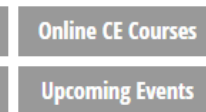


Free design and engineering support
for wood buildings



WoodWorks™
WOOD PRODUCTS COUNCIL

woodworks.org/project-assistance • help@woodworks.org NON-RESIDENTIAL / MULTI-FAMILY



AIA Florida Member: **Lisa O'Donnell (AIA Florida)** | [Update info](#) | [LOGOUT](#)

Component Clearinghouse

2015 Component Media Tool Kit

Click**HERE** to download the 2015 Media Tool Kit, This comprehensive document outlines tips for garnering media coverage of component events, writing successful press releases and dealing with members of the press.

2015 Component Social Media Start-Up Guide

Click**HERE** to download the 2015 Social Media Start-Up Guide. This document outlines successful tips for creating and maintaining Facebook, Twitter and Instagram accounts for your component or your firm.

2015 Board Orientation

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INTRODUCING
REYNOBOND® NC

AIA Florida Website

Technical Guides Available

← → ↻ 🏠 www.aiafla.org/Consumer-Information_About-the-AIA.cfm ☆


- **Finding an Architect**
- **Sustainable Design**

Technical guides developed by AIA Florida, Florida Engineering Society and Building Officials Association of Florida.

- **Guide to Creating Building Code Compliant Documents Part 1 - Introduction**
- **Guide to Creating Building Code Compliant Documents Part 2 - FBC Government Sheet**
- **Guide to Creating Building Code Compliant Documents Part 3 - Life Safety Plan Demo**
- **Guide to Creating Building Code Compliant Documents Part 4 - Area Increase Calculator**
- **Building Department Guide to Creating and Processing Electronic Documents**
- **Contractors Guide to Creating and Processing Electronic Documents**
- **Design Professionals Guide to Creating and Processing Electronic Documents**
- **Building Officials Guide to Design Professional Practice of Architects and Engineers**

State of Florida Department of Management Services Guide



- **Design Professional Fee Guidelines**



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DOUBLE SHEET**
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REYNOBOND®

2015 AIA Florida Convention and Tradeshow
Exhibitor Prospectus
July 30- Aug. 2 | Boca Raton Resort & Club



Resolutions for Components in 2016

- Rather than talk about things we are GOING to do, or SHOULD do, let's think about things we need to STOP doing
- Focus on streamlining efforts and using the best tactics of your specific component and leadership
- Some ideas....

12 Things to STOP doing in 2016

1. **Being all things to all people.** Know your ideal member, market to them, and forget the rest.
2. **Disregarding productivity tools, like available resources.** They're there to help you. Use them!
3. **Doing the same things over and over because "that's how they've always been done."** Meetings, events, your newsletter - get creative and switch things up!
4. **Creating new content and then letting it go stagnate.** You put a lot of work into your organization's content. Give it life by repurposing it. Turn one of your most popular posts into a short video or infographic. The more content pieces you have, the better.
5. **Neglecting your Millennial members.** Remember how people used to always say "Millennials are the future?" Well the future is most DEFINITELY now. Time to engage!
6. **Posting just to post.** Yes, posting on social media is important, but there should be some thought behind those posts. Do some testing to see what people respond to best, then adjust your posts accordingly.

12 Things to STOP doing in 2016

7. Setting unclear goals and expectations. When your goals are unclear, your chances of achieving them are slim. Set yourself up for success by being very clear about your goals and expectations.

8. Hosting inefficient meetings. Inefficient meetings are what hurt associations the most. When members feel like their time is being wasted, they're more likely to withdraw from meetings, and even worse, an association altogether. So make sure your meetings have substance.

9. Ignoring member feedback. Good, bad, or neutral, you should ALWAYS welcome member feedback - and then use it to your organization's advantage.

10. Foregoing the analysis of important member data. There's no need to guess. Member data is available, AIA Florida can help. Take advantage!

11. Thinking online engagement replaces in person engagement and vice versa. Trust me, BOTH are important.

12. Using outdated technology. Technology is meant to help you, not cause you more trouble. If you're using an outdated system to manage your organization's membership, maybe this is the year to invest in a new system, or ask AIA Florida for help.



Let's give members a reason to stay!

Questions?

