

The BSA Reference

for
**BSA/AIA and BSA Foundation Board Members
and
Committee Chairs**

Revised January 2023

This guide to your BSA leadership role has been developed over time to help clarify the opportunities and responsibilities of BSA leaders — the President and Vice-President, Chair and Vice-Chair, the Executive Committees, the Board of Directors, Board of Trustees, and Committee/Network Chairs.

Some of the information included relates specifically to particular positions; not all of it will be relevant for you but all of it will help you understand BSA governance. Material that relates to other roles may provide useful context for your own leadership activity.

**Boston Society for Architecture (BSA)
Boston Society of Architects (BSA/AIA) and BSA Foundation
290 Congress Street, Suite 200
Boston, MA 02210-1038
617-391-4000**

2022 BSA Book: Table of Contents

This book serves as a resource for BSA/AIA Board of Directors and the BSA Foundation Board of Trustees. Included in the book are

Introduction

Boards Orientation PowerPoint

Contact Information

Boards

- 1 – 2023 BSA/AIA Board List
- 2 – 2023 BSA Foundation Board List
- 3 – 2023 AIA Massachusetts Representatives
- 4 – 2023 AIA National Board

Staff

- 5 – 2023 BSA Staff List
- 6 – 2023 BSA Organizational Chart
- 7 – 2023 Staff Faces of the BSA

Elected Committees & Knowledge Communities

- 8 – BSA/AIA Elected Committees
- 9 - 2023 Knowledge Communities

Important Dates

- 1 – 2023 Board and Executive Committee Dates
- 2 – 2023 BSA Joint Operations Calendar

Bylaws, Mission & Strategy

Bylaws and Background

- 1 - BSA/AIA Constitution & Bylaws 2021
- 2 - BSA Foundation Bylaws 2020
- 3 – BSA Joint Collaboration Agreement
- 4 – Talking about the BSA
- 5 - BSA History

BSA Strategy

- 6 - BSA Strategic Plan
- 7 – BSA Strategy Portfolio Models (based on IDEO proposal)
- 8 – BSA Decision Making Rubric (based on IDEO proposal)
- 9 – IDEO Activation Guide
- 10 – AIA Strategic Plan

BSA Boards - including Roles, Procedures & Policies

BSA Boards

- 1 – The BSA/AIA and BSA Foundation Boards
- 2 – BSA/AIA Board Composition

Board Code of Conduct and Board Meeting Manual

- 3 – BSA/AIA Code of Conduct & Ethics
- 3a – BSA Foundation Code of Conduct & Ethics
- 4a – BSA Rules of Order – how Board meetings operate
- 4b – BSA Rules of Order
- 5 – Seeking Board Action and Making Board Reports

Board Member Responsibilities and Best Practices

- 6 – Purpose of a Board – Your roles & Responsibilities
- 6a – Role of Board Members
- 7 – Understanding the Board’s and Executive Director’s Responsibilities
- 8 – Principals of Governance

Board Policies and Coverage

- 9 – BSA’s Insurance Coverage for Board Members
- 10 – BSA Whistleblower Policy
- 11 - BSA Antitrust Policy
- 12 – Anti-Discrimination and Harassment Policy
- 13 – Equity, Diversity & Inclusion Policy
- 14 – BSA Document Retention Policy
- 14a – Long-Term Storage Records Retention
- 15 – Internal Financial Controls
- 16 – Finance Committee Charge
- 17 – Operating Reserve Policy
- 18 – Financial Security Proces
- 19 – Auditors Vote/Approval for 2022
- 20 – Who Speaks for the BSA
- 21 – Electronic Voting Policy
- 22 – Gift Acceptance Policy
- 23 – BSA/AIA Election Process
- 24 – Executive Director Assessment
- 25 – Succession Planning
- 26 – BSA Board Assessment
- 27 – Emergency Action Plan
- 27a – Business Continuity Checklist

Best Practices

- 28 – Inappropriate Rump Sessions between Board Meetings
- 29 – Board-Staff Interactions

BSA Financials

- 1 – 2023 BSA Budget Letter for BSA/AIA & Foundation
- 2 – 2023 BSA Budget – budget summary for BSA, BSA/AIA and BSA Foundation
- 3 – Five questions for Board members to consider in the budget process

BSA Board Committees and Responsibilities

- 1 -2023 BSA Board Committees
- 2 – BSA Knowledge Community Guidelines

BSA Position Statements & Advocacy

- 1 – BSA Policy Principles 2017
- 1.a. – BSA Position Statements & Advocacy
- 2 – 2017 Chart Advocacy, Civic & Community
- 3 – BSA Sustainability Statement
- 4 – AIA Advocacy Plan Proposal
- 5 – Diversity – Equity, Diversity and Inclusion Commission
- 6 – Open Letter to Mayor Walsh
- 7 – BSA Urban Design Innovation Focus
- 8 – BSA Response to Immigration Policy
- 9 – BSA Response to AIA on Election of Pres. Trump 2016
- 10 – BSA 2016 Letter to Robert Ivy FAIA
- 11 – BSA Recommendations on Ethics 2017
- 12 – BSA Olympics Statement
- 13 – BSA Beacon Yards Urban Design Position Paper
- 14 – AIA MA Paper to MA Gaming Commission
- 15 – Tabor House Preservation Letter
- 16 – BSA Platform on De-carbonization
- 17 – Why Design Matters
- 18 – BSA Urban Design Guidelines
- 19 – 2020 BSA Support for Equity, Diversity & Inclusion
- 20 – 2020 BSA Statement on Racisim
- 21 – 2021 BSA Letter to Gov. Baker re: Climate Bill (Full)
- 21 a. – 2021 BSA Letter to Gov. Baker re: Climate Bill (short)
- 22 – BSA Messaging Guide
- 23 – BSA Support for Climate Legislation, January 2021
- 24 – BSA Decarbonization Policy, September 2020
- 25 – Building Resilience in Boston
- 26 – Climate Bill President’s Letter
- 27 – Ethics Recommendation 2014



AIA and BSA Information

- 1 – How BSA fits into AIA
- 2 - AIA Structure
- 3 – Code of Ethics