

2022 Board Committees Tasks and Assignments

BSA Executive Committee

Meets Monthly

Staff lead: Eric White
Board Chairs: Andrea Love AIA, Bennet Heart Esq.
Board: Sam Batchelor AIA, Rebecca Berry AIA, Dan Perruzzi AIA, Eric Krauss, Katie Faulkner FAIA, Meera Deean, Anda French AIA, Ted Touloukian AIA, Laura Wernick FAIA

- Oversee/monitor the BSA's strategic plan, mission, vision and goals
- Oversee/monitor the BSA's fiduciary responsibilities
- Oversee/monitor the BSA's governance responsibilities
- Oversee/monitor the BSA's positions and policies
- Help plan the Board meetings and monitor progress between Board meetings
- Coordinates BSA advocacy work, including collaboration with BSA reps to AIA MA Board
- Evaluate and make recommendations to the Boards regarding the Executive Director's compensation.

Elected by membership in BSA/AIA elections

Strategic Selection Committee –

Staff leads: Nigel Jacob, Jenny Effron
Board: Anda French AIA, Rebecca Berry AIA, Sindu Meier AIA, Devanshi Purohit Intl. Assoc. AIA, Aubrianna Hanlon* (past Board member), Ken Willis

- Review Request for Innovation (RFI) Proposals against the decision-making criteria for initiatives deserving further consideration.
- Advise the staff on the development of RFI calls.
- Periodically (at least twice a year) review, assess, make recommendations and report to the Board on the strategic progress.
- If necessary, make recommendations to the Finance Committee (and ultimately the Board) on adequate resources necessary to fulfill the strategic plan.

Finance Committee -

Staff Leads: Lesley Slavitt, Li Lam Hon. BSA
Board Chairs: Dan Perruzzi AIA, Eric Krauss
Board: TBD
Ex Officio: Andrea Love AIA, Bennet Heart, Eric White

- Oversee/monitor adherence of BSA/AIA and Foundation financial practices, finance and budget
- Review budget and make recommendations to the Board
- Review, advice and monitor financial policies, procedures and systems
- Interview and recommend selection of auditors and review audit report
- Interview and recommend selection of investment manager. Serve as investment committee.

Advancement Committee

Staff Lead: Alex Howard
Board: TBD
Ex Officio: Andrea Love AIA, Bennet Heart, Eric White

- Engaging the Board to support fundraising and development.
 - Assist in helping the Board achieve the goal of 100% Board giving.
 - Works with development staff to set and implement the fundraising strategy and keep the Boards informed and engaged.
 - Assists staff in cultivation and stewardship of donors
 - Assists staff in identifying prospective donors
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Board Membership Committee

Staff Leads: Erika Shea Hon. BSA, Sonnet Lockheartd
Board Chair: TBD
Board: TBD
Ex Officio: Andrea Love AIA, Bennet Heart, Eric White

- Serve as the liaison and build strong relationship between the Board and elected Membership Committee. Periodically report to the Board on the Membership Committee work.
 - Serve as the liaison and build strong relationships between the Board and the Knowledge Community (KC) Chairs. Periodically report to the Board on the work of the KCs. Responsible for mitigating any potential KC concerns or conflicts.
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Governance Committee

Staff Lead: Eric White
Board Chairs: Katie Faulkner FAIA, Meera Deean
Board: TBD
Ex Officio: Andrea Love AIA, Bennet Heart

- Liaison to the BSA/AIA Nominating Committee to identify Board recruitment criteria
- Serves as the BSA Foundation Nominating Committee by identifying and recruiting prospective Trustee candidates.
- Advises the President /Chair on ways to enhance Board effectiveness.
- Assists with planning the Board orientation and education
- Leads review of Bylaws, policies and procedures for the Boards.
- Leads Board self-review and assessments
- Leads Board review and assessment of the Executive Director.

Advocacy Committee – managed by the Executive Committee

Identify, articulate and prioritize BSA advocacy positions to be recommended to the Board for consideration and approval. Focus on issues connected to architectural practice, architecture and design, climate change, and equity & justice throughout the built environment at the local levels.

- Advise the President, Executive Committee, Board and staff on appropriate advocacy approaches, strategies and tactics, including partnerships and coalitions, at the local level.
 - Liaison with AIA MA and AIA National on advocacy issues.
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BSA Task Forces

BSA Building Task Force

Staff Lead: Eric White, Maia Erslev
 Board: Andrea Love AIA, Bennet Heart Esq., Dan Perruzzi AIA, Eric Krauss, Susan Bloomquist AIA, Lucas Chichester

- Advises the Board on all aspects of the potential downsizing, negotiations with BXP, design, and construction of the BSA space.
 - Provides guidance, review, and feedback on the lease negotiations with BXP.
 - Provide feedback to the architect regarding the design of BSA space.
 - Assess proposals and make recommendations to the Boards.
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BSA Communications Task Force

Staff Lead: Lesley Slavitt, Nigel Jacob
 Board Chair: Sam Batchelor AIA, TBD
 Board: TBD
 Ex Officio: Andrea Love AIA, Bennet Heart, Eric White

- Advise staff on engagement, marketing, and communication approaches for BSA strategic direction.
 - Working with BSA staff and consultants, review mar/com strategy and plans to advise Board on engagement, marketing, and communications strategies.
 - Working with staff and consultants, investigate and make recommendations on best engagement, marketing, and communications approaches to achieve the BSA's strategic goals.
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BSA/AIA ELECTED COMMITTEES

BSA/AIA Nominating Committee

Meets 4-6 times/year

- Works with the BSA/AIA Governance Committee to identify Board recruitment criteria.
- Identifies and recruits candidates to run for the BSA/AIA Board of Directors and elected committees.

Led by most senior Past-President

Six elected by membership in BSA/AIA elections, President-elect and the three Past-Presidents

BSA/AIA Honors & Awards Committee

Meets 4-6 times/year

- Nominating candidates to the BSA/AIA Board for AIA National honors and awards.
- Recommend to the BSA/AIA Board recipients of the BSA/AIA honors (Commonwealth Award, Award of Honor, Honorary BSA, and Flansburgh Young Architect Award).

- May recommend to the Board changes to the BSA Awards program or criteria.
Led by two most senior members *Consists of six (6) elected representatives*

BSA/AIA Ethics Committee

Meets as needed

- Help educate the membership on AIA ethics
- Review and, when necessary, make recommendations to the Board about changes to the Code of Ethics.
- The Ethics Committee has no specific authority. The Committee may facilitate conversations between parties regarding potential ethics violations and make recommendations for next steps that may include recommending the situation for review by the National Ethics Council or the ARB.
Led by the most senior member *Consists of three (3) elected representatives*

Advisory to Staff Task Forces/Committees

Meets as needed

- Advisory task forces/committees may be created to help guide staff in fulfilling their responsibilities. Examples include the Exhibition, the Policy/Advocacy, or the Community Engagement Committees.
- There is no requirement for Board Members to participate on these advisory groups, though they may be invited.
- Staff typically recruit, organize and run these task forces/committees.

Advisory to Board Task Forces/Committees

Meets as needed

- The Board may designate and appoint a standing or temporary committee or task force to study an issue and report to the Board with recommendations for consideration.
- Board task forces/committees must have at least two Directors and two Trustees and may include other non-Board members.
- Task Forces should establish specific timeframe for the completion of their assignment. Committees are “standing” with specific long-term responsibilities. Both have responsibility to the Boards.
- President may identify a chair to organize and run the task force/committee

Knowledge Community types

Grassroots Knowledge Communities are semi-permanent groups, organized in accordance with policies approved by the BSA leadership, which meet on a regular basis to discuss, learn about, and disseminate information about specific topics that are relevant to practice and the profession.¹

Such Knowledge Communities fall into two groups: **Knowledge Communities** proper are organized by themes focused on disciplinary issues such as specific building types, evolving practice models, urban design, public policy, and cross-disciplinary issues (art, landscape architecture, etc.). **Networks** are Knowledge Communities of like-minded professionals who meet to share information and best practices. These include design firm support professionals (marketing, information resources, and administration/HR) and user groups focused on specific software applications.

Both types of Knowledge Communities fall under the jurisdiction of a group of Board-level commissioners. Commissioners monitor the programming of the Knowledge Communities to ensure the highest level of quality and relevance, consult with chairs on succession plans, and report to the Board on the activities of groups under their jurisdiction.

Knowledge Community requirements

The BSA supports the entrepreneurial initiative of members who launch and maintain relevant and engaging Knowledge Communities. To ensure that the organization's resources, including funds and staff time, are well-spent and the excellent work of the Knowledge Communities is being communicated to other BSA members and the widest-possible audience, new standards have been adopted by the Board. Knowledge Community status requires a minimum attendance level, regular meetings, and dissemination of the work of the group.

Baseline Knowledge Community Standards

A Knowledge Community is expected to:

- a) consistently attract at least eight attendees per meeting (inclusive of Chairs)
- b) meet at least quarterly, with recommended monthly meetings
- c) cancel no more than two meetings per year after a meeting date has been advertised
- d) share key content with the staff Knowledge Community liaison to be disseminated on the BSA website, in social media, and other publications, as appropriate

These standards are not meant to limit other kinds of short or long-term entrepreneurial activities by members in the guise of focus groups, task forces or ad hoc Knowledge Communities. Those who wish to initiate a structured group of any kind should contact the staff Knowledge Community liaison for advice and assistance.

¹ In addition to Grassroots Knowledge Communities, there are several standing Knowledge Communities defined in the BSA by-laws. From time to time the Board may also appoint its own sub-committees and task forces. This document addresses only the Grassroots Knowledge Communities.

Formation and review process

A proposal for a new Knowledge Community should be submitted in writing to the staff Knowledge Community liaison who will review and submit to the Board VPs. The proposal should describe the Knowledge Community's statement of purpose and goals, and why it would fill a role distinct from existing Knowledge Communities. Within 30 days the Board VPs and senior BSA staff will review the proposal and determine whether it can be supported. At the end of a Knowledge Community's first year, the appropriate Board VP will review its annual report (see below) and decide whether to recommend its continuance.

Knowledge Community chair terms of office

Knowledge Community chairs are asked to commit to a term of *three years or less*, and to cultivate new leadership from within the Knowledge Community or network. This will ensure that Knowledge Community responsibilities do not become burdensome for any individual, that new content and programming ideas are introduced regularly, and that leadership opportunities are open to emerging professionals and other newcomers to the organization. It is hoped that this policy will increase the number of meaningful mentoring relationships between seasoned experts and emerging professionals in the many varied content areas represented by the BSA Knowledge Community structure.

Term limit: An individual may serve as chair for up to **three** years.

Number of chairs: A Knowledge Community may have a maximum of **two** official chairs.

Additional terms: A past chair may become chair again after a hiatus of two years or more.

Selection of new chairs: New chairs may be nominated by the existing chair in consultation with the staff Knowledge Community liaison.

Annual Reports

The chair of each Knowledge Community shall submit a written annual report on the Knowledge Community's activities during the previous 12 months. These reports are due on November 1, in preparation for the BSA's Annual Meeting, and should be sent to the appropriate commissioner and the staff Knowledge Community liaison.

Communication and Outreach

BSA Knowledge Communities and Knowledge Community chairs may not speak on behalf of the organization nor advocate for specific policy positions, either in the press or by issuing statements on the letterhead of the BSA or a BSA Knowledge Community, without appropriate authorization from the Executive Director and the Board. Public statements must be in keeping with the long-standing "Who Speaks for the BSA?" policy. This policy is attached, and is also included in the BSA Book.

Who Speaks for the BSA?

A Policy Statement

Overview

The executive leadership of the BSA is structured as a collaborative relationship between the annually elected President and the continuing Executive Director, both of them acting within the policy framework established by the BSA Board. Every year this relationship changes with the installation of a new President who brings fresh perspective to an organization with an ongoing program of strategic objectives and business goals, which the Executive Director is charged with implementing.

As the two primary spokespersons for the BSA, the President and Executive Director must collaborate so that the interests of the BSA membership are consistently and ethically communicated. A strict division of communication responsibilities would not serve this end; rather, each individual must consider the issue(s) and work with the other, and with the directors and Knowledge Community chairs who may also be dealing with the issue, to achieve the most effective approach.

The communication domain of the President will ordinarily include serving as the voice of the BSA to public audiences on matters of professional practice, especially to advance vital issues that affect the profession and/or the built environment. Because the BSA Board comprises the elected representatives of the membership, the President should generally represent the position of the Board as regards the membership when it is appropriate to do so.

The communication domain of the Executive Director will ordinarily include: serving as the primary media contact, either responding directly where the Board has determined a position, or connecting the media to the President or another appropriate spokesperson; and serving as the primary spokesperson for issues relating to ongoing BSA business operations and implementation of Board-determined strategies.

In addition to the President and the Executive Director, Board members and other officers, Knowledge Community chairs and members, BSA nominees/appointees to other bodies, and BSA staff members, all represent the BSA in numerous informal and formal capacities.

From time to time, any one of us – the President or another officer, a director, a Knowledge Community chair or member, the Executive Director, or BSA staff may be asked by virtue of his or her position to speak for the BSA on matters ranging from design to public policy to the BSA's membership activities. It is expected that each BSA member will be an articulate, forceful voice for the profession and the Communities we serve as each of us draws on the strength of personal convictions, training, experience and insights.

Of course, BSA members are urged to cherish the right to free expression by employing, it by speaking out whenever appropriate as citizens and professionals. This BSA policy statement is meant only to clarify how BSA institutional points of view may be expressed.

Policy

None of us speaks formally for the BSA unless so empowered by the Board of Directors. To speak for the BSA, to represent "the BSA's position" to the public, or to obligate or commit the BSA to

undertake certain actions, we must secure Board endorsement and be delegated by the Board to speak on its behalf.

This does not mean that every such statement requires express Board authorization. When the BSA has previously taken a position on an issue, Board authorization would not typically be required for statements by the President, the Executive Director, or the relevant Board member or Knowledge Community chair under whose purview the issue falls, unless there is a change from the BSA's previous position.

If time does not permit seeking Board endorsement of a new or changed point of view any one of us wishes to express, and that is subject to this policy, we then are required to be clear about whom we represent ("I'm speaking as chair of the Urban Design Committee" or "I'm speaking as an individual architect", etc.). It is worth noting that Knowledge Community members do not speak for their Knowledge Communities unless empowered to do so by the appropriate Knowledge Community chairs.

In applying this policy, special care should be given to situations in which there is a higher expectation that a person could be understood to speak formally on behalf the BSA. This would include statements made "on the record" to newspapers, radio, and television stations; to written comments submitted to government agencies; and to other documents that may be widely disseminated through the internet and other electronic media. Conversely, comments made in conferences, panel discussions, and the like, would not typically be subject to the same expectation.

The BSA board adopted this policy on November 9, 1984, reaffirmed it on September 8, 1994, and revised and reaffirmed it on September 2, 2010.