AIA Young Architects Forum Handbook

Young Architects Forum

AIA Member group

AIA Young Architects Forum Handbook

Contents

Introduction 4
Mission-Vision Statement 5
Goals 6
Strategic Initiative and Priority Areas 7
Overview 8
Roles and Duties of the YAF Advisory Committee 10
Roles and Duties of the Young Architect Representative 13
Focus Groups 14
Rules of the Committee 16
Appendix A 23
Appendix B 25
Appendix C 26
Appendix D Mission 2130 (YAF Summit 30) 27

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Introduction

The Young Architects Forum is organized to address issues of particular importance to recently licensed architects.

The Young Architects Forum (YAF) is a member group of the American Institute of Architects (AIA) and is organized to address issues of particular importance to recently licensed architects (within 10 years or less of first licensure). The YAF is an outgrowth of a 1989 AIA Grassroots program involving 36 young architects from around the nation assembled by then AIA President Ben Brewer, Jr. FAIA. The issues raised and potential benefits visualized at that meeting led to the 1991 formation of a national YAF Advisory Committee, to encourage the development of national programs of interest to young architects and the creation of YAF groups within local chapters.

The YAF Advisory Committee (AdCom) consists of eight young architects working in association with the College of Fellows (COF). The AdCom supports AIA national level YAF programming and initiatives while also serving as a liaison to other AIA committees and allied organizations.

Young Architect Representatives (YAR) work with their counterparts, the COF Regional Representatives and the National Associates Committee (NAC) State Associate Representatives (StARs). The 53 Young Architect Representatives serve as an important link between local components, the YAF, and the Institute.

Mission-Vision Statement

The AIA Young Architects Forum is the voice of recently licensed architects and a catalyst for progress within the Institute.

- We **ENGAGE** recently licensed Architects in leadership to become agents of change within the Institute and the profession overall
- We **INSPIRE** professional growth among recently licensed Architects through camaraderie within the Institute.
- We **ADVOCATE** for issues of particular relevance to recently licensed Architects to the Institute.
- We **SERVE** to make AIA memberships meaningful to recently licensed Architects through programs and services that effectively anticipate, meet and exceed their needs.
- We **PROMOTE** mentorship at all career stages to enhance personal growth, community involvement, and professional development.

We are the YAF, and we believe in promoting **leadership, mentorship,** and **collegiality** for the future of the profession.

Goals & Values

Throughout its history, YAF has had three goals.

1. To encourage professional growth and leadership development among recently licensed architects through interaction and collaboration within the AIA and allied groups.
2. To build a national network and serve as a collective voice for young architects by working to ensure that issues of particular relevance to young architects are appropriately addressed by the Institute.
3. To make AIA membership valuable to young architects and to develop the future leadership of the profession.

These goals are manifested in the values of the YAF:

Leadership
Leadership is the practice of actively engaging recently licensed Architects to affect positive change for the betterment of other members, their firms, their communities, and the Institute overall.

Mentorship
Mentorship is the bi-directional partnership of sharing knowledge, skills, information, and perspective to enhance professional and personal growth.

Collegiality
Collegiality is the exploration of connections, sharing similar interests, ideals, or experiences on equal terms.

Strategic Initiative

The YAF Strategic Initiative for 2023-2027 is

Architects in Action, Catalyzing for Change.

The Strategic Initiative is an outcome of YAF Summit, an event celebrated every fifth anniversary of the YAF which envisions the future of young architects and the profession. The Strategic Initiative is updated every five years based on current and relevant issues.

Priority Areas

YAF will focus on three priority areas in 2026 to support its overall goals:

Navigating Career Evolution

Young architects today navigate careers that are no longer linear, balancing leadership opportunities, licensure transitions, emerging technologies, and evolving definitions of success. This priority focuses on empowering young architects to confidently adapt and grow within a rapidly changing profession.

Shaping the Future

Young architects are uniquely positioned to influence the trajectory of architecture, especially as the profession faces shifts in economy, culture, technology, and expectations around leadership. This priority recognizes young architects as active drivers of the profession's future, not passive observers.

Cultivating Wellbeing

Wellbeing continues to be a core concern for young architects, with increasing attention on holistic support that extends beyond burnout prevention. This priority emphasizes building a resilient, supportive, and sustainable foundation for long-term engagement in the profession.

Overview

Some issues are uniquely relevant to young architects.

Young architects, defined as those within their first 10 years of licensure, are confronted with a variety of issues relating to their professional and personal lives. Some of these are profession-wide, affecting many architects, recent graduates, and Associates. However, some of these issues are uniquely relevant to young architects and specifically relate to the development stage of their professional careers. Relevant topics include:

- Evolving Business Models in Architectural Practice
- Starting a firm and defining the value of architects
- Changing and growing within an existing firm
- Alternative career paths and/or services for architects
- Project management and leadersip

These issues are also important to the profession as a whole. As the future of the profession, young architects are well positioned to address how the profession needs to evolve to remain relevant well into the future.

Some statistics place the number of young architects to be as much as 20-30% of all licensed architects in this country. While it is appropriate that the AIA devote the bulk of its resources toward meeting the needs of the majority of its members, more young architects should also be recruited.

The Young Architects Forum (YAF) is committed to working towards diversity, equity, and inclusion throughout the profession. As leaders in the profession, YAF is committed to developing and supporting events, programs and initiatives that reflect these objectives, support these commitments and further highlighting the work of diverse individuals in kind with the diverse people whom our work and practice benefit.

Committee Structure

The Young Architects Forum Leadership consists of:

- Advisory Committee (AdCom) consisting of (7) Voting Members: Chair, Vice Chair, Knowledge Director, Communications Director, Strategic Vision Director, Community Director, and Advocacy Director, and (4) Non-Voting Members: Past Chair, AIA College of Fellows Representative, Strategic Council Liaison, and AIA Staff Liaison
- 53 Young Architect Representatives appointed from the 50 states, Washington, D.C., Puerto Rico, and the International component.

Focus Groups

YAF has five focus groups each led by a Director to carry out its goals:

- Advocacy
- Communcations
- Community
- Knowledge
- Strategic Vision

Each focus group is made up of a Director and an average of eight to ten YARs, which vary in number year to year depending on interest and need.

Young Architect Representative Network

Young Architect Representatives (YARs) work with their counterparts, the COF Regional Representatives and the National Associates Committee (NAC) State Associate Representatives (StARs). StARs represent Associate AIA members and are an important link to emerging professionals, like YARs. Young Architect Representatives are responsible for gathering information about issues facing young architects within their geographic areas and disseminating information about national/state activities and resources for use on the local level. Of equal importance, Young Architect Representatives serve as an important link between young architects and the national organization.

YAF Defined Across the Country

The definition is as varied as the number of forums that have started across the country. The primary type of group consists of local young architects who gather together to discuss common goals, problems, experiences, and thoughts about their careers, the profession and, of course, design. In the process they hold seminars, community outreach programs, and social events and interact with their local AIA components to keep the membership informed about the needs and interests of young architects.

In smaller components where young architects are integral to the workings of the component, there may be no need for a separate group. Some of these components have elected to combine with other chapters in their state to form a statewide association of young architects. Others created a group combining licensed young architects and unlicensed members, such as AIA Associate members, to pool resources while maintaining a mentoring relationship between both groups, similar to the relationship between the YAF and COF.

YAF Relationship to the College of Fellows

Young architects, like many young professionals, need mentors. Who better to assist in addressing the issues listed above than those who have already met them with success? The COF/YAF structure provides a stable leadership organization and a practical information gathering/dissemination system, while offering the benefits of the College's wealth of experience and insight to younger architects.

YAF Relationship to AIA Large Firm Roundtable

The AIA Large Firm Roundtable (LFRT) is made up for sixty executives of some of the largest architecture firms in the country. The LFRT is an integral partner to the YAF and together the committees have established:

- The YAF+LFRT Future Forward Grant, an annual $10,000 award for innovation in practice
- The Mini MBA, a business fundamentals course for emerging professionals at the AIA national conference
- A formal liaison relationship

Roles and duties of the YAF Advisory Committee

Each summer, the Advisory Committee seeks to fill open positions for the following year. The Young Architect Representative network serves as a logical pool of nominees for the AdCom positions, though service as a Young Architect Representative is not a prerequisite. Terms are typically two years and members may serve up to five years on the Advisory Committee. Major meetings of the AdCom are the YAF Annual Meeting and a fall YAF Transition Meeting. Monthly conference calls are scheduled regularly.

Participation and Funding for AdCom Members:

- Funding is subject to the annual budget, but may include the YAF Annual Meeting, AIA Leadership Summit, and the AIA National Conference.
- All members of AdCom shall work with their successors to plan for the continuity of existing YAF initiatives and programs at the end of their terms.
- All members of AdCom are expected to attend major meetings, develop 12-month work plans and lead a Focus Group

Chair

The Chair leads the YAF and serves as the voice and the face of the YAF. The Chair sets and implements a shared vision for the year. They maintain and foster key relationships with AIA Leadership, AIA Staff, YAF Leadership, and among young architects. The Chair serves in the second year of a three year term commitment (Vice Chair, Chair, and Past Chair).

Participation:

- Set meetings and agendas. Leads Chair, AdCom, and Full Committee conference calls
- Upon request, apppoints representatives to jury for AIA Young Architects Awards. Chair may opt to act as one of the representatives.
- The Chair, Vice Chair, Past Chair or YAF representative may serve as a juror for the COF Executive Committee nomination committee if requested by COF
- Serves as a juror for the COF Component Grants if requested by COF
- Coordinates a meeting with AIA Board of Directors Candidates in Quarter 2, ahead of the AIA National Conference
- Presents an overview of YAF at the COF Annual Meeting, if time allows
- Writes a quarterly Chair statement for CONNECTION

Vice Chair

The Vice Chair serves as an advisor and supporter of the Chair and shadows the Chair throughout the year in preparing for the following year as Chair. The Vice Chair leads and mentors the Directors, encourages YAF leadership development among young architects, and fosters key relationships within the Institute, YAF leadership and among young architects. The Vice Chair may assist in the evaluation of the YAF Strategic Initative and priority areas to create alignment with Directors. The Vice Chair serves n the first year of a three year term commitment (Vice Chair, Chair, and Past Chair).

Participation:

- Helps lead Chair, AdCom, and Full Committee conference calls
- Attends NOMA Conference or other initiative meeting if relevant to YAF goals
- Sets the agenda and participates

in planning calls for the AdCom Transition and Annual meetings

- May preside over special initiatives determined by YAF leadership

Knowledge Director

The Knowledge Director leads the identification of important issues to recently licensed architects and the creation of knowledge resources to enable young architects to advance their careers. The Knowledge Director serves a two year term. The Knowledge Director leads a Knowledge Focus Group which is charged with the following:

- Creating and/or fostering programs and experiences for and by young architects for a national audience
- Identifying and supporting engagement opportunities (based on polling/surveying of YAF members) for young architects at state and national events outside of AIA
- Maintaining/compiling an online knowledge resource library of all YAF program/event templates
- Working with the Chairs to develop a strategic knowledge plan (including outreach and public relations)
- Acting as the voice of YAF externally in person/online to the profession, peers, and the public on the topic of knowledge and our initiatives
- The Knowledge Director serves as a liaison to or member of the Board Knowledge Committee if invited by the AIA President

Community Director

The Community Director leads the formation of strategic alliances and partnerships with other groups and organizations both within the Institute and within the larger design and construction community. The Community Director serves a two year term. The Community Director leads a Community Focus Group which is charged with the following:

- Developing resources and tools that connect YAF groups and leaders throughout the Institute
- Identifying special projects that serve to promote the next generation of architects through leadership, mentorship, and fellowship
- Promoting a greater sense of community and connection between young architects, the Institute, other allied groups and organizations
- Working with the Chairs to develop a strategic community plan (including outreach and public relations)
- Acting as the voice of YAF externally in person/online to the profession, peers, and the public on the topic of community and our initiatives

Communications Director

The Communications Director leads the elevation of young architect voices. The Communications Director serves a two year term. The Communications Director leads a Communications Focus Group that is charged with the following:

- Serving as the editorial body for CONNECTION, the committee founded e-magazine, by commissioning and curating original content, and leading the evolution of content and delivery methods to fit the needs of young architects
- Engaging in inspired discourse between the YAF, the COF, and allied leaders
- Working with Institute staff to transform young architects' voice and reach through the AIA website and KnowledgeNet
- Working with the Advisory Committee to identify strategic communications opportunities that support YAF initiatives (and may take the form/place of individual CONNECTION issues)
- Working with the Chairs to develop a Strategic Communications Plan (including outreach and public relations)
- Acting as the voice of YAF externally in person/online to the profession, peers, and the public on the topic of communications and our initiatives

Strategic Vision Director

The Strategic Vision Director leads research and implementation of the 5-year YAF Summit outcome theme. The Strategic Vision Director serves a two year term. The Strategic Vision Director leads a focus group which is charged with the following:

- Working with the Chairs to develop a strategic vision plan (including outreach and public relations)
- Acting as the voice of YAF externally in person/online to the profession, peers, and the public on the subject of our strategic plan and initiatives
- Coordinates lessons learned or approaches with other

Directors to forward the YAF strategic initiative

- The strategic initiative for 2023-2027 is Architects in Action, Catalyzing for Change

Advocacy Director

The Advocacy Director leads the identification and response to principal advocacy issues that are of specific concern or interest to young architects. The Advocacy Director serves a two year term. The Advocacy Director leads an Advocacy Focus Group which is charged with the following:

- Representing young architects in Institute advocacy discussions and ArchiPAC fundraising
- Representing young architects strategically with outside groups as determined by the Advisory Committee and coordinated with Institute staff
- Addressing selected advocacy issues as they relate to development and delivery of the YAF message
- Working with the Chairs to develop a strategic advocacy plan (including outreach and public relations)
- Acting as the voice of YAF externally in person/online to the profession, peers, and the public on the topic of Advocacy and our initiatives
- The Advocacy Director serves as a liaison to or member of the Board Advocacy Committee if invited by the AIA President

Past Chair

The Past Chair provides continuity and support to the Chair and AdCom during the transition of the AdCom leadership. The Past Chair's key responsibilities are to: brief the Chair on position responsibilities and key information; provide advice, support and information as needed to the Chair and AdCom; and to preside over special initiatives at the Chair's direction. The Past Chair serves in the third year of a three year term commitment (Vice Chair, Chair, and Past Chair).

AIA Strategic Council Liaison

The President-Elect of the AIA appoints a liaison from the AIA Strategic Council to the YAF. The role of the liaison is to advise, support, and mentor the Chair and Vice Chair of the YAF, and well as members of the AdCom. One key responsibility of the Strategic Council Liaison is to keep the YAF apprised of issues applicable to young professionals brought up at the Council level, and equally to advocate for the issues and concerns of the YAF to the Board and the Council. The liaison shall relay information about the Strategic Council study groups to the YAF and facilitate the integration of Young Architect Representatives into those work groups as appropriate. The AIA Strategic Council Liaison is appointed for a 2 year term.

COF Representative

The COF Representative serves to understand the issues that face the YAF first hand, to take that understanding and bring it back to the COF Executive Committee so that it can discuss ways to assist the YAF in their goals, and to offer advice to the YAF from an experience point of view.

YAF Staff Liaison

The Staff Liaison is an advocate for the YAF at AIA National and represents the group's interests during budgeting and programming conversations. The Staff Liaison guides the development of YAF initiatives to maximize the impact of volunteer and staff resources for architects licensed 10 years or less. The Staff Liaison ensures committee activities are in alignment with AIA's Strategic Plan and relevant departmental strategic plans. The staff Liaison serves as a sage advisor to guide the allocation of committee resources (both time and monetary). The Staff Liaison is responsible for ensuring that committee operations follow association best practices and enforcing any guidance or directives from AIA's Governance, MarComm, and Legal Departments.

CACE Liason

The CACE Representative serves as the connection between YAF and the Council of Architectural Component Executives, helping ensure alignment between young architects and the leaders who manage and support AIA components across the country. The representative brings forward YAF priorities, needs, and concerns to CACE while also sharing insights on component operations, leadership development, and member engagement back to the YAF. This role helps strengthen communication, collaboration, and strategic coordination between components and the national YAF network, ensuring young architect's perspectives inform decisions that shape member experience at every level of the AIA.

Roles and duties of the Young Architect Representative

Young Architect Representatives (YAR) represent young architects within AIA at the state/territorial and national level. They are the primary connection between local AIA chapters and the national YAF Advisory Committee (AdCom). YARs typically serve dual roles with responsibilities and agreements with their local component while serving as a member of YAF participating on a Focus Group.

1. The Young Architect Representative communicates information from AIA National to local young architect groups and vice versa by:
   - Maintaining quarterly communication with all YAF chapters within their state, local component or territory
   - Serving as a conduit between local YAF chapters, the AdCom and the YAF full committee
2. The Young Architect Representative contributes to the direction and planning of the YAF by:
   - Participating in the YAF Annual Meeting and attending YAF full committee conference calls
   - Working with the AdCom on various national issues through participation in at least one YAF Focus Group
   - Attending AIA Leadership Summit and AIA National Conference, if possible (check with local components if funding is available)
   - YARs are expected to attend a minimum of two-thirds of full committee meetings and two-thirds of focus group meetings. If YARs do no anticpate they can make this commitment, they shall confer with the AdCom and Chairs
3. The Young Architect Representative serves young architects at the state /territorial level by:
   - Serving on their state Board of Directors if required by the state or component leadership
   - Providing reports regarding the activities of the YAF and emerging professionals groups when requested
   - Maintaining quarterly communication is essential with the following counterparts from their state: National Associates Committee (NAC) State Associate Representative (StAR), Strategic Council representative, and College of Fellows (COF) regional representative
   - Attending monthly AIA Board Visibility Network calls
   - Suggesting or encouraging young architects for nomination for state or national awards, positions or committees/subcommittees
4. Young Architect Representatives have the option to represent YAF within the larger AIA National community by serving as a member of or liaison to any of the following: Strategic Council work groups, Knowledge Communities, Board Committees, Member Interest Groups, or Task Forces. These opportunities may vary from year to year and can be through invitation from AIA leaders from other groups or committees.
5. Additional responsibilities may be required by each respective state. Young Architect Representatives are required to work with their states or territories to ensure that expectations from state leadership are clearly defined and met. YAF encourages all applicants to discuss the position with their local leadership (either the local AIA President and/or Executive Director) to fully understand the role and commitment that the Young Architect Representative will have to their respective state/ territory prior to submitting an application.

Focus Groups and Institute Liaisons

There are five (5) primary areas of focus for the YAF, each led by an AdCom member and consisting of AdCom members, Young Architect Representatives, and other appointed members. Liaisons to other member groups and committees of the AIA are also part of the YAF. Each focus group and/or liaison facilitates interaction with the other focus groups to provide comprehensive support to the initiatives of the YAF.

Communications

The Communications Focus Group is charged with the following:

- Serving as the editorial body for CONNECTION, the committee founded digital magazine, by commissioning and curating original content and leading the evolution of content and delivery methods to fit the needs of young architects.
- Engaging in inspired discourse between the YAF, the COF, and allied leaders.
- Working with Institute staff to transform young architects' voice and reach through the AIA website and KnowledgeNet.
- Working with the Advisory Committee to identify strategic communications opportunities that support YAF initiatives (and may take the form/place of individual Connection issues).
- External Communications and Social Media: Work among team to create process of sharing important content from all groups or specific young architects doing great work for public consumption across different platforms.

Community

The Community Focus Group is charged with the following:

- Developing resources and tools that connect YAF groups and leaders throughout the Institute.
- Identifying special projects that serve to promote the next generation of architects through leadership, mentorship, and fellowship.
- Promoting a greater sense of community and connection between young architects, the Institute, other allied groups and organizations.
- External Communications and Social Media: Work among team to create process of sharing important allied community and connection content or toolkits for young architects across the country.

Knowledge

The Knowledge Focus Group is charged with the following:

- Creating and/or fostering programs and experiences for and by young architects at regional and national AIA events.
- Identifying and supporting engagement opportunities (based on polling/surveying of YAF members) for young architects at state and national events outside of AIA.
- Maintaining/compiling an online knowledge resource library of all YAF program/event templates.
- External Communications and Social Media: Work among team to create process of sharing important knowledge content or toolkits for young architects across country.

Strategic Vision

The Strategic Vision Focus Group is charged with the following:

- Leading research and implementation of the 5-year YAF Summit strategic initiative. The 2023-2027 strategic initiative is Architects in Action, Catalyzing for Change.
- Internal Communications: sharing of research and trends;

working with fellow focus groups specific to their topics on how to advance the YAF strategic initiative and YAF as thought leaders in the profession on the topic.

- External Communications and Social Media: Work among team to create process of sharing trends & research

Advocacy

The Advocacy Focus Group is charged with the following:

- Representing young architects in Institute advocacy discussions.
- Representing young architects strategically as determined by the Advisory Committee and coordinated with Institute staff.
- Addressing selected advocacy issues as they relate to development and delivery of the YAF message.
- External Communications and Social Media: Work among team to create process of sharing important advocacy topics or active issues.

Past Chair Initiative

The Past Chair may elect to their own focus group to further an important initiative, depending on relevance and YAF's priorities each year. YARs may join this focus group similar to a role in one of the five primary focus groups.

Liaison Relationships

The YAF continues to identify and develop liaison roles with key Institute groups and committees to further their shared mission and goals. YAF committee members may also participate on AIA Board committees at the request and selection of the AIA President.

In 2026, YAF has liaisons to the following committees:

- AIA Committee on the Environment (COTE)
- AIA Large Firm Roundtable (LFRT)
- AIA Small Firm Exchange (SFx)
- AIA Joint AGC Committee

In 2026, YAF also has representation on:

- AIA Strategic Council Study Areas
- Board Finance & Audit Committee

Rules of the Committee

The Bylaws of AIA take precedence over all AIA committee rules.

The Bylaws of the AIA take precedence over all AIA committee rules. Any committee rules that are inconsistent with the Bylaws of AIA shall be governed by the Bylaws.

YAF leadership shall uphold the standards of professionalism and responsibilities expected of a professional member and contribute to the advancement of the AIA and the profession of architecture. YAF committee members do not act on behalf of the AIA and are not legal representatives of the AIA. Actions of members of the YAF shall not be contrary to official AIA policies and procedures. YAF committee members do not have authority over any AIA staff member, operational policy, or procedure. All volunteers are held to the highest standard put forth in the AIA Code of Ethics and Professional Conduct.

1.0 THE YOUNG ARCHITECTS FORUM

The Young Architects Forum (YAF) is a program of the American Institute of Architects (AIA or Institute) and is organized to address issues of particular importance to recently licensed architects (within 10 years of initial licensure). The YAF Advisory Committee (AdCom) is charged with encouraging the development of national and regional programs of interest to young architects and supporting the creation of YAF groups within local components.

1.01 These Rules have been created to act as a guideline for all activities of the YAF leadership, defined as the members of the AdCom and Young Architect Representatives.

2.0 GENERAL PROVISIONS

2.01 Goals. The YAF has three overriding goals:

2.01.1 Mentorship. Encourage professional growth and leadership development among recently licensed architects through interaction and collaboration within the AIA and associated organizations.

2.01.2 Collegiality. Build a network of connections and relationships and serve as a collective voice for young architects by working to ensure that issues of particular relevance and importance to young architects are appropriately addressed by the AIA.

2.01.3 Leadership. Make AIA membership invaluable to young architects, as well as develop and encourage the future emerging leadership of the profession.

2.02 Structure. The three goals stated in 2.01 are reinforced through the YAF's alignment with the College of Fellows (COF). The original structure and development of the YAF was based on the COF to help encourage mentorship, leadership development and a passing of the torch of insight to young architects.

2.03 Members. Members of the YAF shall include, but not be limited to, licensed architects within 10 years of initial licensure. All members of AIA shall be welcome to participate in YAF-related activities to maintain goals of mentoring and development.

2.04 Candidacy Eligibility. Any AIA Architect member licensed ten years or less may be considered a candidate for an AdCom or Young Architect Representative position. The YAF Staff Liaison will verify that all nominees are AIA Architect members in good standing.

3.0 THE ADVISORY COMMITTEE (AdCom)

3.01 Voting Officers. The voting officers of the AdCom and their terms/conditions while in office shall be as follows:

3.01.1 THE CHAIR shall serve a single one-year term that shall immediately follow his/her/their term as Vice Chair. The Chair may not serve in another YAF leadership office concurrently.

3.01.2 THE VICE CHAIR shall serve a single one-year term and shall proceed to the office of Chair immediately the next year. The Vice Chair is recommended to have previous AdCom, Young Architect Representative, or component-level experience. The Vice Chair may not serve in another YAF leadership office concurrently, or have been a past YAF Chair.

3.01.3 THE KNOWLEDGE DIRECTOR shall serve a two-year term. The office's term shall be staggered with the Community Director and is recommended to have prior component-level experience. The Knowledge Director may not serve in another YAF leadership office concurrently.

3.01.4 THE COMMUNITY DIRECTOR shall serve a two-year term. The office's term shall be staggered with the Knowledge Director and is recommended to have prior component-level experience. The Community Director may not serve in another YAF leadership office concurrently.

3.01.5 THE COMMUNICATIONS DIRECTOR shall serve a two-year term. Prior component-level experience is recommended, as well as excellent writing and other communication skills. The Communications Director may not serve in another YAF leadership office concurrently.

3.01.6 THE STRATEGIC VISION DIRECTOR shall serve a two-year term. Prior component-level experience is recommended. The Strategic Vision Director may not serve in another YAF leadership office concurrently.

3.01.7 THE ADVOCACY DIRECTOR shall serve a two-year term. Prior component-level experience is recommended. The Advocacy Director may not serve in another YAF leadership office concurrently.

3.02 Non-voting Officers. The non-voting officers of the AdCom and their terms and conditions while in office shall be as follows:

3.02.1 THE PAST CHAIR shall serve a single one-year term immediately following his/her term as Chair. If the immediate Past Chair is not available, any other Past Chair may be designated, as selected by the current Chair. The Past Chair may serve in a Young Architect Representative role concurrently.

3.02.2 THE STRATEGIC COUNCIL LIAISON shall serve a two-year term and is appointed by the AIA President-Elect. The AIA Strategic Council Liaison should be a former YAF AdCom member or YAF advocate supporting the goals of the YAF.

3.02.3 THE COLLEGE OF FELLOWS REPRESENTATIVE can be filled by any COF Executive Committee member as appointed by the COF.

3.02.04 THE YAF STAFF LIAISON is an AIA staff position assigned or delegated by the AIA.

3.03 Term Start / Length. All terms begin at the start of each calendar year (January) and are of either one or two years' duration depending on the position.

3.04 Maximum Length of Service on the AdCom. No individual voting officer may serve more than five years in total on the AdCom, whether consecutively or non-consecutively.

3.05 Appointment of all AdCom officers (except Chair and all non-voting members) shall be made by the Chair upon selection as defined in Section 4.0.

3.06 Young Architect Requirement. Each Voting AdCom officer must be a young architect (licensed ten years or less) for at least one year of his/her term.

3.07 Vacancies in office. Except as provided in the following sections, in the event a selected officer resigns or cannot fulfill the duties of office (as defined in Section 7.0), the remaining members of the AdCom may appoint a member of the YAF to serve out the original selected officer's term, with full rights and title to the office.

3.07.1 Continuity. All officers shall remain in office until their successors are duly selected and appointed.

3.07.2 Chair Vacancy. Should the Chair office become vacant, the Vice Chair shall immediately succeed to the unexpired term of the Chair, and on completion of that term, shall continue to serve as Chair for a full one-year term. The AdCom may then appoint a

new Vice Chair to complete the term of the original Vice Chair, who shall not succeed to Chair without being nominated and selected to serve one full term as Vice Chair, per Section 3.0.

3.07.3 Resignation. If any selected officer resigns, or is asked to resign pursuant to Section 3.07.3.1, then Sections 3.07, 3.07.1 and 3.07.2 (if appropriate) shall immediately apply.

3.07.3.1 Request for resignation. Any member of the AdCom may be requested for their resignation based upon lack of performance or unethical behavior (as defined by the AIA Code of Ethics and Professional Conduct). Resignation of an AdCom member may be requested only if two-thirds of the remaining voting members of the AdCom favor the request. Upon this request, the highest-ranking officer shall be charged with notifying the AdCom member in question that a resignation letter or written statement has been requested.

4.0 NOMINATION AND SELECTION OF THE YAF ADVISORY COMMITTEE

4.01 Nomination.

4.01.1 The Call. Two months prior to the submission deadline as determined by the AIA staff, the current standing AdCom shall confirm the open positions anticipated for the following year and coordinate with the AIA Staff Liaison for an announcement call for new volunteer members.

4.01.1.1 Submission Requirements. Requirements will be set by the AdCom every year prior to the call for positions.

4.01.2 Application by Current AdCom Members. Current AdCom members are encouraged to apply for new AdCom positions or reapply for AdCom positions previously held as allowed by Section 3.04. However, in the event they choose to seek a new or renewed appointment they may not sit on the AdCom Selection Committee.

4.02 Selection.

4.02.1 Selection Procedures. The selection of new AdCom members shall be made by a Selection Committee chaired by the current Vice Chair. The Selection Committee shall be comprised of five individuals: Vice Chair, Chair (or a member of the AdCom selected by the Vice Chair if Chair is not available), either the Community or Knowledge Director depending on which office is in first year of term, the COF Representative, and one Young Architect Representative (who is not running for an AdCom position) as selected by the Vice Chair. All votes shall be equal in weight.

4.02.1.1 Assignment of Advisory Roles. Final assignment of specific AdCom roles shall be decided by the Selection Committee based upon the applicant's interests and abilities indicated.

5.0 THE YOUNG ARCHITECT REPRESENTATIVE NETWORK

5.01 Young Architect Representative.

5.01.1 Term Start/Length. All terms begin at the start of each calendar year (January) and the Young Architect Representative shall serve a two- year term, and may be selected to serve a second term.

5.01.2 Maximum Length of Service. No Young Architect Representative may serve more than four years in total as a Young Architect Representative, whether consecutively or non-consecutively.

5.01.3 Eligibility. A Young Architect Representative must be a young architect member of the AIA as defined per Section 2.03 during the first year of their term.

5.01.4 Amount of Representation. One Young Architect Representative shall be appointed from each of the 50 states, Washington, D.C., Puerto Rico, and the International component. The maximum number of Young Architect Representatives in any year is 53.

5.02 Young Architect Representative Vacancy.

5.02.1 Notification. Upon an anticipated vacancy (as defined in Section 5.01.4), the current Young Architect Representative shall notify the state leadership and the Vice Chair immediately of the anticipated vacancy to prevent the position from going unfilled.

5.02.1.1 Change/Move Out of State or Location. In the event that a Young Architect

Representative no longer resides or works within the state/territory they represent, it will be that person's responsibility to recommend a new nominee to the state/territorial leadership to serve the remainder of their term. The Young Architect Representative will keep the Staff Liaison and Chair updated on the progress of the transition. Section 6.02 shall apply immediately.

5.02.1.2 Request for resignation. Any Young Architect Representative may be requested to submit their resignation based upon lack of performance or unethical behavior (as defined by the AIA Code of Ethics and Professional Conduct). Resignation of a Young Architect Representative may be requested if two-thirds of the voting AdCom members favor the request. Upon this request, the Chair shall notify the state leadership that a resignation letter or written statement has been requested.

5.02.1.2.1 Resignation. If a Young Architect Representative resigns, or is asked for resignation, Section 5.02.2 shall immediately apply.

5.02.2 State Solicitation. The Young Architect Representative nomination and selection process will be administered by each state. The candidate shall be required to comply with Sections 5.01 and 6.02 and, if appointed, their term shall begin in the subsequent January.

6.0 NOMINATION AND APPOINTMENT OF THE YOUNG ARCHITECT REPRESENTATIVE

6.01 Nomination. The Young Architect Representative nomination and selection process will be administered by each state. The Staff Liaison and Vice Chair will provide resources as requested to assist with the nomination and selection process.

6.02 Submission Requirements. The current Young Architect Representative will assist their local leadership in setting requirements for the Young Architect Representative position.

6.03 Application by Current Young Architect Representative. Current Young Architect Representatives may reapply for the positions previously held as allowed by Section 5.01.1.1.

6.04 Selection Procedure. Selection of Young Architect Representatives is based upon a nomination, selection or election from the respective component through a letter of nomination and the requirements of Section 5.01.2

7.0 YAF LEADERSHIP ROLES AND DUTIES

7.01 Duties of the YAF Leadership. As a representative body, it is the intent of the YAF that its leadership be composed of a diverse group of AdCom and Young Architect Representative members, providing one voice for all recently licensed architects in the AIA.

7.01.1 Sub-Committee and Jury Appointments. The AdCom (and Young Architect Representatives, when requested) shall be prepared to recommend young architects (or act themselves) to serve on juries, task forces, and additional AIA committees as needed.

7.01.2 Communication and Networking. The AIA YAF leadership, with assistance from the YAF Staff Liaison and NCARB, shall aim to maintain a national database of recently licensed architects (ten years or less) to formalize a source of communication, mentoring, and representation on young architect issues.

7.01.3 Programming for Young Architects. The YAF leadership will monitor and develop programs on a national level for young architects, as well as assist in the establishment of programs on a state and/or local chapter level.

7.01.4 Specific Tasks/Duties of each Office. See the YAF Handbook for the expected tasks and duties for each YAF AdCom position and Young Architect Representative position.

8.0 MEETINGS OF THE YAF

8.01 AdCom Meetings.

8.01.1 General Requirements.

8.01.1.1 Participants. All members of the AdCom are expected to participate at each scheduled meeting. Meetings may take place in person, by telephone conference call, or by web conferencing.

8.01.1.2 Quorum. At least fifty percent of the voting AdCom members shall be represented at any meeting or conference call to conduct official business or a vote.

8.01.1.3 Minutes. Meeting minutes shall be written by an individual designated by the AdCom. Minutes shall be made available to the invitees no less than 14 days after the meeting/call.

8.01.1.3.1 Contents of Minutes. Minutes of each meeting, indicating, at minimum, members in attendance, topics covered and discussed, and actions to be taken. At the discretion of the Chair or YAF Staff Liaison, reports and other documents discussed at a meeting may be included in the minutes.

8.01.1.3.2 Distribution. The minutes of all meetings shall be made available to the meeting invitees and those in attendance only. Distribution of YAF meeting minutes may be made to non-YAF leadership members only upon approval by the Chair.

8.01.1.3.3 Revisions to Minutes. The minutes of all meetings shall be submitted for approval at the AdCom's next subsequent conference call or meeting. Revisions to the minutes by the AdCom should be noted at the subsequent conference call or meeting for correction and incorporation in that meeting's minutes.

8.01.2 Conference Calls. The AdCom shall conduct regular conference call meetings at dates and times to be consistent throughout the year.

8.01.2.1 Standard Calls. The calls may include the following:

8.01.2.1.1 AdCom Conference Calls. Shall consist of the AdCom including the COF Representative, Strategic Council Liaison, and AIA Staff Liaison.

8.01.2.1.2 Full Committee Conference Calls. Shall be led by the Chair and shall include all Young Architect Representatives, AdCom members, and the AIA Staff Liaison.

8.01.2.1.3 Chair Conference Calls shall be conducted to facilitate the AdCom's priorities. The call shall be led by the Chair and will include the Vice Chair, Past Chair, and AIA Staff Liaison. The Chair may at times invite additional members to participate depending on the agenda.

8.01.2.2 Frequency. Full Committee conference calls shall be held at least once every other month. Chair conference calls and AdCom conference calls shall be held at least once a month. Dates and times shall be determined by the Chair in December for the upcoming year.

8.01.2.3 Special Conference Calls. In the event of an emergency or critical issue where the Chair is unable or unwilling to schedule (or attend) a conference call, the YAF Staff Liaison may schedule a call with the voting AdCom members based upon two-thirds participation of the AdCom.

8.01.3 Attended Meetings. The AdCom and Young Architect Representatives may conduct in-person meetings in conjunction with AIA National Conferences or Conventions.

8.01.3.1 Frequency. Provided funding is available, there shall be no fewer than two AdCom Business meetings and one YAF Annual Meeting. In the event that acts of God or other unavoidable events prevent the AdCom from meeting on either of those occasions in any given year, the AdCom shall make other meeting arrangements as may be appropriate for that year.

8.02 Annual YAF Meeting.

8.02.1 Participants. All AdCom members, and all Young Architect Representatives, are invited to attend. Other guests may be invited at the discretion of the Chair.

8.02.2 Time and Location. The Annual YAF Meeting shall be presided over by the Chair. The meeting location shall be determined by the YAF Staff Liaison, in association with the AdCom.

8.02.3 Agenda. The meeting agenda, discussion topics, and format shall be developed and coordinated by the Chair, in association with the Vice Chair. Upon development, the Chair shall distribute the agenda to the AdCom.

8.02.4 Notice. The Staff Liaison shall ensure that notice of the Annual YAF Meeting (stating time and place) is sent to the YAF leadership no less than 60 days before the meeting.

8.03 AdCom Business Meetings.

8.03.1 Participants. All AdCom members are invited to attend. Other guests may be invited at the discretion of the AdCom.

8.03.2 Time and Location. At discretion of Chair, the YAF may hold Adcom Business Meetings virtually or in-person to discuss matters important to the YAF and for decisions which require a formal vote. The meeting location shall be determined by the YAF Staff Liaison.

8.03.3 Agenda. The meeting agenda, discussion topics and format shall be developed and coordinated by the Chair, in association with the Vice Chair and Staff Liaison. Upon development, the Chair shall distribute the agenda to the AdCom for comment.

8.04 AdCom Transition Meeting.

8.04.1 Participants. All AdCom members, who shall include outgoing and incoming, are invited to attend. Other guests may be invited at the discretion of the Vice Chair. The meeting will be presided over by the Vice Chair.

8.04.2 Time and Location. The YAF Transition Meeting shall be held prior to the end of the calendar year. It is recommended that this meeting should be held as an in-person meeting when possible. When impossible to hold an in-person meeting, the meeting shall be conducted via video web conferencing. The meeting location shall be determined by the YAF Staff Liaison, in association with the AdCom.

8.04.3 Agenda. The meeting agenda, discussion topics and format shall be developed and coordinated by the Vice Chair, in association with the Chair. Upon development, the Vice Chair shall distribute the agenda to the AdCom.

9.0 VOTING

9.01 Majority Vote. Voting on motions or issues at YAF meetings and conference calls require a majority vote of the quorum. A majority vote by the AdCom shall be required to amend, or edit the Rules of the Committee.

9.02 Voice Vote. Voting (if required) at meetings by AdCom shall first be by voice vote. Members may be asked for a vote of yea, nay or abstain.

9.03 Standing Vote. The Chair may call for a standing vote at his/her discretion. The Chair is required to do so at the request of any single YAF AdCom member.

9.04 Secret Ballot. Voting by secret ballot may be proposed by any AdCom member and shall take place only if agreed upon by the Chair or as indicated in these Rules.

9.05 Voting by Email. Upon approval by the Chair, voting may take place through email, SurveyMonkey, or the YAF Google Docs site.

10.0 YAF FINANCES AND FUNDING

10.01 Finance and Funding Guidelines. As a body of the AIA, the YAF is not allowed to commit AIA National funds or incur debt without prior AIA National consent and approval. The YAF is subject to all AIA policies regarding funding, reimbursement, and accounting procedures. This includes any outside funds raised by the YAF from sources other than the AIA, which should be coordinated in advance with the AIA Staff Liaison.

11.0 OPERATING PROCEDURES

11.01 Operating Procedures. The AdCom may establish operating procedures to administer the activities of the YAF.

11.02 YAF Operating Budget. The AIA Staff Liaison in coordination with the Chair and Vice Chair shall develop and approve a budget for the following calendar year each summer. The approved YAF budget will be included as part of the Research & Practice funding request sent to the Board of Directors for consideration and inclusion in the AIA's Operating Budget.

11.02.1 Notification of Budget Adoption. The AIA Staff Liaison will keep the Chair informed about the status of the funding request and will notify the Chair when the Operating Budget has been adopted.

11.02.1.1 AIA Approved Budget. Upon the approved AIA Budget, the AIA Staff Liaison will review with the Chair the allocated funding as it relates to the YAF's request.

11.02.2 YAF Budget Format. The YAF Budget shall be comprised of itemized projections for expenses and income for the upcoming year.

11.03 Committees and

Subcommittees. The Chair may appoint YAF members to focus groups as needed or recommended by the AdCom.

12.0 RULES INTERPRETATION AND AMENDMENTS

12.01 Use. These Rules are established to guide the YAF leadership and shall continue in full force and effect until amended, suspended, rescinded or superseded by a vote as described in Section 9.01.01

12.02 Interpretation. The immediate Past Chair shall interpret these Rules should discrepancies be identified by the YAF leadership. If the immediate Past Chair is not available, any other Past Chair may be consulted, as selected by the current Chair.

12.03 Editing the YAF Rules. The YAF Staff Liaison, immediate Past Chair, or a member designated by the Chair may edit, rearrange, re-title or renumber these Rules for accuracy and/or clarity as necessary for proper reference.

12.03.01 Review of Rules. These Rules should be reviewed and edited, if necessary, annually by the immediate Past Chair prior to the Annual Meeting per Section 8.02.

12.04 Notice of Editorial Changes. The YAF Staff Liaison shall give notice of such changes to the YAF's members by reporting the modifications to them and issuing copies of revised sections or chapters to each member.

Appendix A

YAF Advisory Committee Reference Guide

Best Practices:

Many topics have been researched over the past 30 years. Ask questions and reach out to AdCom members who may know some of that history to help refine your idea or point you to that data so you can expand your idea further.

All committee work is to be saved to the appropriate Google Drive folder for record keeping / reference by other members of the current YAF committee.

Keep up-to-date info of your goals, initiatives, & collaboration ideas in Mural so other directors can quickly reference them.

Focus groups shall consist of approx. 9 YARs. Consider dividing into 3 groups of 3 with second year YARs as 'leads'. Delegation from you gives agency to YARs.

Every other month, have time in your group call to let members reassess their bandwidth so others can fill in where needed. Continued engagement by group members is key. Bandwidth will ebb and flow with work deadlines and life events, so be flexible and set up the expectation for communication early on.

Yearly Overview

Chair Buddy: Each Director will have a 'Chair Buddy' to be identified at the Transition meeting by the incoming Chair:

- Vice Chair + Community + Communications
- Past Chair + Strategic Vision + Knowledge + Advocacy
- Chair + COF + Strategic Council

Directors should schedule 30 minute calls for the months of December, January, March, and July. Calls can be more frequent as necessary (Objective is to have calls between transition and annual, right after annual, then part way through the year).

Quarterly Expectations & Responsibilities:

Attend AIA Leadership Summit and/or AIA Conference as your schedule and budget allow (these are typically not funded by YAF)

Monthly Expectations & Responsibilities:

Participate in AdCom calls

Lead your Focus group calls (Refer to Appendix C for draft agenda). Frequency could be more than once a month depending on your initiatives/goals.

October/November (right after you are elected) AdCom Transition meeting

- Outline goals that focus on your group's 'lens' with the YAF Strategic Initiative and AIA's Strategic Plan. Be flexible/open to adjustments that will occur once your group members join during our annual meeting.

First year Directors: Goals for the year that are made at the YAF Transition Meeting should be high level and somewhat flexible; ideas will get refined at the YAF Annual Meeting with focus group members

- Initiatives at the national level take time; some are multi-year initiatives
- You may have A LOT of ideas. Note them all down but prioritize a few to focus on
- The YAF Annual Meeting is intended to establish plans to execute yearly goals

Appendix A

YAF Advisory Committee Reference Guide Continued

November/December (right after you are elected)

- Audit AdCom meetings and any YAF full committee meetings as your schedule allows
- Refine your goals leading up to Annual Meeting

January

- Attend virtual volunteer orientation call led by AIA National for an overall AIA overview
- Virtual full committee orientation calls: Directors will briefly present their goals for the coming year to help YARs decide which group they want to join

February - Annual Meeting (plan for 3-4 days including travel)

- Before you leave Annual Meeting, have a monthly focus group calendar invite on everyone's calendar as a place holder - you can always cancel.

Appendix B

Sample Annual YAF Committee Calendar

January:

Chair Call - 1st week

AdCom Call - 2nd week

Virtual orientation - 3rd week

February:

Annual Meeting - 1st week

Chair Call - 2nd week

AIA Leadership Conference - 3rd week

AdCom Call - 4th week

March:

Chair Call - 1st week

AdCom Call - 2nd week

No committee meeting

Focus Group - TBD

April:

Chair Call - 1st week

AdCom Call - 2nd week

Full committee meeting, every other month (2-hour) - 3rd week

Optional Open Mic Night - 4th week

Virtual Meet & Greet with AIA Board candidates - TBD

Focus Group - TBD

May:

Chair Call - 1st week

AdCom Call - 2nd week

No full committee meeting

Focus Group - TBD

Future Forward Grant jury deliberation - TBD

June:

Chair Call - 1st week

A'23 (San Francisco) - 2nd week

AdCom Call - 3rd week

Full committee meeting (2-hour) - 4th week

Focus Group - TBD

July:

Chair Call - 1st week

AdCom Call - 2nd week

No full committee meeting

Focus Group - TBD

August:

Chair Call - 1st week

AdCom Call - 2nd week

Full committee meeting (2-hour) - 3rd week

Focus Group - TBD

AdCom Jury deliberations

September:

Chair Call - 1st week

AdCom Call - 2nd week

No full committee meeting

Focus Group - TBD

Optional Open Mic Night - TBD

October:

Chair Call - 1st week

AdCom Call - 2nd week

Full committee touch base (60 min) - 3rd week

Focus Group - TBD

AdCom transition meeting - TBD

November:

Chair Call - 1st week

AdCom Call - 2nd week

Full committee meeting (60 min) - 3rd week

Focus Group - TBD

YA Award Jury deliberations

December:

Chair Call - 1st week

AdCom Call - 2nd week

Full committee meeting – year end review / welcome to new YARs (60 min) - 3rd week

Appendix C

Sample YAF Focus Group Agenda Template

To facilitate monthly focus group meetings, please feel free to follow this agenda and modify as needed:

60 minutes

15 minutes	YAR report-out: each YAR provide a 1–3 minute update on what is happening in their states/territories
5 minutes	Director Updates: Director provides an update on anything from AdCom or YAF committee
30 minutes	Focus Group Initiatives: Group work time to discuss initiatives
10 minutes	Action Items: Define action items to work on before the next meeting

Appendix D

Mission 2130: Also known as YAF Summit 30

On August 25 to 27, 2022, the American Institute of Architects invited 50 architects, designers, and affiliated professionals to YAF Summit 30: Mission 2130, the 30th anniversary summit of the Young Architects Forum (YAF).

These individuals were asked to imagine the world 100 years into the future and to develop a roadmap to a better society. The goal was to orient attendees beyond the immediately accessible into a truly future forward mindset.

The two-day event was preceded by a three-part series of virtual charettes called the Code Red Charettes. The Code Red Charrettes were open to the larger AIA membership and beyond, and served as a crowd-sourcing event to do a SWOT analysis of how our profession and society could evolve over the next 100 years, drilling down into themes that would inform the programming of Mission 2130.

In preparation for Mission 2130, the attendees were split into "Mission Crews" focused on a specific theme around the future: Architecture, Society, or Planet. Each of the Mission Crews were asked to define their vision of the future, develop a roadmap to that vision, and identify 3-5 actionable steps that could be taken immediately following the 2030 challenge. The Mission Crews were assigned homework to be completed during the 5 weeks leading up to the Summit. The homework included required reading, determining their Mission Crew names, and developing their roadmaps to focus the work they would do at the in-person event. As an added twist, the crews participated in a creative exchange with an A.I. image generator managed by Bytes & Mortar to conceptualize their vision of the future.

Over the course of the summit, the crews heard inspiring stories from leaders in sustainability and futurism to help refine their visions, encourage them to think bigger, and set boundaries based on emerging trends in technology and practice. The crews spent the rest of the time at the Summit preparing to deliver a pitch outlining their vision, roadmap, and 3-5 actionable steps. The crew with the most compelling pitch would be determined by audience vote. A runner-up would be determined by special vote from the speakers and AIA leadership present at the event.

Each crew presented their challenge pitches in a Pecha Kucha format and, with only seven slides in seven minutes, the groups were forced to distill their visions and roadmaps, highlighting actionable steps the AIA could take in the next 5 years to start on a better path.

The audience determined that the Mission Crew 03: the Archinaries offered the most compelling narrative for the future with the 75-mile Amoeba. They proposed a global network of 75-mile Amoeba communities that create a closed loop system for resource creation, collection, manufacturing, and reuse within the 75-mile ecosystem. Integrated with technology, these closed loop systems would create self-sustaining communities with unique local identities. The architect is the primary activator for these amoebas, educating their communities about the value of regenerative design, responsible development models, and healthy integration of technology.

The summit speakers and AIA leadership found Mission Crew 04: Janus' Catalyst Challenge to be especially compelling. Mission Crew Janus proposed the AIA incorporate civic engagement into its continuing education requirements, a tangible step that could yield prodigious results for our society.

YAF Summit 30: Mission 2130 Event Findings on issuu.com