

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS UNIVERSITY OF MINNESOTA CHAPTER (AIAS-MN)

2024- 2025 AIAS-MN Board member

Application instructions

All applicants must respond to the three questions below via a one-page PDF file with name, email, phone number, applied position, and expected graduation date at the top left corner. Please send the PDF file to aias@umn.edu with the subject line of “*application-last name, first name*” by the due date found in the election schedule below.

**All positions require that you be a registered/paying AIAS national and local member for the entirety of 2024-2025 and are able to fulfill the duties of the position for the entire academic year. **

ELECTION SCHEDULE (2/09/24- 4/05/24)

2/09	Both elected and appointed applications are released
3/15	Applications for ELECTED positions are due @ 11:59pm
3/18- 3/22	Election week (for Elected positions only) via Google Forms
3/25	Election results will be communicated individually prior to public release
3/29	Applications for APPOINTED positions due @ 11:59pm
4/03	Current and newly-elected Board Members select APPOINTED positions
4/05	APPOINTED positions are announced

APPLICATION QUESTIONS

**If applying for elected position, note if you would like to be considered for an appointed position as a second choice in the case you are not elected.

EDI Committee Chair applicants must fill out separate application questions on the next page **instead of the questions below.

1. What do you feel are three of the highest goals and priorities of AIAS-MN/ Freedom by Design? As a Board Member, how would you help achieve these goals?

2. What do you see as the duties of the position you are seeking? What prior experiences have prepared you for this role?

3. If asked by a fellow student, “Why should I join AIAS/FBD?” how would you respond?

Contact Andreea Moisei, our current President, with any questions at moise005@umn.edu

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EDI Committee Chair Application

EDI Committee Chair applicants must respond to the three questions below via a one-page PDF file with name, email, phone number, applied position, and expected graduation date at the top left corner. Please send the PDF file to aias@umn.edu with the subject line of “application-last name, first name” by the due date found in the election schedule below.

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EDI COMMITTEE CHAIR APPLICATION QUESTIONS

1. How has inequity impacted you? What makes you passionate about equity, diversity, and inclusion?

2. Where do you see the future of EDI? What makes you passionate about this topic? 3. What do you think is the greatest priority of EDI? How do you see this in relation to AIAS?

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AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

UNIVERSITY OF MINNESOTA CHAPTER (AIAS-MN)

2024- 2025 AIAS-MN Board member

Position Descriptions

PRESIDENT (elected)

Current: Andreea Moisei, moise005@umn.edu

- External face of the chapter: maintains and grows relationships with constituents (School of Architecture, AIA MN, National AIAS, Dunwoody AIAS, other UMN student groups, etc.) while advocating for members of the AIAS on multiple levels.
- Attends Grassroots in late July and FORUM over New Years where you will participate in Council of Presidents meetings, National Elections, and leadership trainings.
- Attends monthly MWQ AIAS meetings to update the quad on our chapter.
- Leads bi-weekly Board meetings to check-in with all board members and delegate responsibilities.
- Leads bi-weekly Executive Board meetings to help prepare for the Board meetings.
- Leads monthly General Body meetings to bring the chapter together and disseminate upcoming events.
- Works closely with Vice President to lay out chapter events calendar for the year, working with and delegating to the rest of the board (General event programming, determining Mission Statement for year, etc...).
- Sits on the AIA-Minnesota Board of Directors, which meets for 1.5 hours every second Friday of the month.
- Provides general support and guidance to ensure the continued success of the chapter.
- Leads the annual Beaux Arts Ball Planning Committee
- Runs Elections in the Spring Semester.

VICE PRESIDENT (elected)

Current: Adam Gardner, gardn658@umn.edu

- Internal face of the chapter: maintains and grows relationships with student body and chapter membership while advocating for members of the AIAS on multiple levels.
- Attends Grassroots in late July and FORUM over New Years: attending Council of Presidents meetings with President as a consultant.
- Coordinates the AIAS Mentorship Program.
- Meets frequently with the President to tackle issues facing the chapter and to partake in brainstorming for future plans.
- Assists with chapter events throughout the year.
- Sits on the AIA-Minneapolis Board of Directors, which meets for 1.5 hours every second Tuesday of the month.
- Attends bi-weekly Board meetings.
- Attends the bi-weekly Executive Board meetings to help prepare for the Board Meetings.
- Works with President to lead the monthly General Body meetings.

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2024- 2025 AIAS-MN Board member

Position Descriptions

TREASURER (elected)

Current: Izzy Conway, conwa326@umn.edu

- In charge of Chapter Finances: writing checks, deposits, issuing invoices, paying necessary dues, keeping record of all transactions.
- Attends Grassroots in late July and FORUM over New Years.
- Works with President and Vice President to write the budget for the year.
- Reports on the status of the budget at Board Meetings.
- Responsible for maintaining and updating the budget throughout the year.
- In charge of maintaining a running record of spending and donations/ earnings.
- Organizes food and any other purchases for Chapter meetings/ events.
- Responsible for overseeing any chapter merchandise sales or ordering.
- Responsible for the Chapter Debit Cards and Huntington bank account.
- Attends bi-weekly Board meetings and bi-weekly Executive Board meetings.

SECRETARY (elected)

Current: Joy Quach, quach057@umn.edu

- Takes minutes at meetings and makes them accessible to the board.
- Sits on the AIA-St. Paul Board of Directors, which meets for 1.5 hours the every third Tuesday of the month.
- Attends Grassroots in late July and FORUM over New Years.
- Pursues funding for AIAS trips (FORUM, Grassroots, etc...).
- Reserves spaces for General Body meetings, Board meetings, and all other events.
- Reaches out to firms and local businesses for sponsorship/donors in regards to BIPOC Reimbursement Program, Beaux Arts Ball, etc.
- Manages the AIAS newsletter email.
- Attends bi-weekly Board meetings, as well as ni-weekly Executive Board meetings.

FBD DIRECTOR (elected)

Current: Kent Loiseaux-Purcell, loise025@umn.edu

- Serving as a point of contact and director for a team of students and professionals that work together on design-build community projects, while also maintaining connections and communication with community partners.
- Responsible for ensuring the success of a project by identifying construction mentors, coordinating projects, and delegating tasks.
- Leads FBD board meetings, design charrettes, and builds with the project manager. • Attends at least 3 FBD MWQ meetings within the academic year for grant requirements. • Attends Grassroots in late July and FORUM over New Years.
- Attends bi-weekly Board meetings.
- Attends bi-weekly Executive Board meetings to help prepare for the Board Meetings.

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FBD PROJECT MANAGER (elected)

Current: Maggie Holm, holm0736@umn.edu

- Responsible for conducting the operations of a project from beginning to end.
- Works closely with FBD Director to connect with clients and establish a relationship between client and construction / design mentor.
- Sets up build days and site visits for projects.
- Attends bi-weekly Board meetings and FBD meetings.

PUBLIC RELATIONS COMMITTEE CHAIR (appointed)

Current: Ingrid Blanco-Abundez, blanc450@umn.edu

- Manages the overall appearance of AIAS and FBD chapter through social media, website, and advertisement materials.
- Creates and distributes graphics for all meetings and events.
- Updates FBD and AIAS social media accounts: Facebook, Instagram, LinkedIn.
- Maintains website: AIASMN.org
- Is technologically apt and creative with Photoshop, Illustrator, and InDesign.
- Appoints 2-3 committee members from the AIAS/FBD membership once elected.
- Attends bi-weekly Board meetings and FBD Board meetings.

PROFESSIONAL COMMITTEE CHAIR (appointed)

Current: Carel Tulus, tulus001@umn.edu

- Seeks out opportunities for members to become engaged in the architecture community.
- Arranges influential speakers and guests for events such as Fireside Chats.
- Coordinates firm / construction tours.
- Assists in coordinating other chapter events.
- Sends out availability survey semesterly to Chapter Membership.
- Coordinates volunteers for events.
- Appoints 2-3 committee members from the AIAS membership once elected.
- Attends bi-weekly Board meetings.

EVENTS COMMITTEE CHAIR (appointed)

Current: Chloe O'Neill, oneil039@umn.edu

- Works closely with the Board to lead event planning throughout the year.
- Organizes activity for monthly General Body meetings.
- Organizes annual Paint the Bridge event.
- Serves on the Beaux Arts Ball Planning Committee.
- Appoints 2-3 committee members from the AIAS membership once elected.
- Attends bi-weekly Board meetings.

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MEMBERSHIP COMMITTEE CHAIR (appointed)

Current: unfilled

- Coordinates recruitment initiatives at the beginning of fall and spring semester (especially to incoming freshman and transfer students) through ExploreU, tabling events, fall membership week, etc.
- Leads the start-of-fall-semester Kickoff Event planning.
- Manage fundraisers.
- Arranges class announcements while working closely with Pre-Architecture, BS, BDA, and Graduate representatives to multiply recruitment efforts.
- Manages the annual AIAS T-shirt/sweatshirt competition.
- Serves on the Beaux Arts Ball Planning Committee.
- Attends bi-weekly Board meetings.

EQUITY, DIVERSITY, INCLUSION COMMITTEE CHAIR (appointed)

Current: Joy Quach, quach057@umn.edu

- Plans for meetings of open discussion about Equity, Diversity and Inclusion.
- Aids in organizing events and funding educational resources in regards to Equity, Diversity, and Inclusion.
- Facilitates diversity in student and organizational representation in both Membership and events organizing.
- Serves as primary contact for BIPOC groups, such as Design Justice, NOMA or BIPOC-SDC.
- Leads the BIPOC reimbursement program (outreach, advertisement, and distribution).
- Promotes local and BIPOC-owned organizations or businesses in every AIAS/FBD event.
- Develops and maintains long-lasting partnerships with the BIPOC community.
- Takes external action to confront inequities in the design world.
- Serves on the AIA Minnesota Equity Council.
- Attends bi-weekly Board meetings.

FBD TREASURER (appointed)

Current: unfilled

- In charge of FBD Finances: writing checks, deposits, issuing invoices, paying necessary fees, keeping record of all transactions.
- Works with FBD Director and FBD Project Manager to write the budget for the year.
- Reports on the status of the budget at Board Meetings and is responsible for maintaining and updating the budget throughout the year.
- In charge of maintaining a running record of spending and donations/ earnings.
- Plans FBD fundraiser and grant initiatives for builds.
- Works with AIAS Treasurer to manage Huntington bank account.
- Attends bi-weekly FBD meetings and bi-weekly Board meetings.

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Position Descriptions

FBD SECRETARY (appointed)

Current: unfilled

- Takes minutes at FBD meetings and makes them accessible to the board.
- Keeps track of AXP hours.
- Communicates efforts and finished projects to the AIAS/NCARB offices utilizing a project portfolio.
- Attends bi-weekly FBD meetings and bi-weekly Board meetings.

AIAS/FBD HISTORIAN (appointed)

Current: unfilled

- Responsible for documenting activities for both FBD and AIAS
- Photographs all events (lectures, socials, charrettes, site visits, firm tours, etc.)
- Stays up to date on current competitions and awards. In charge of compiling material for said submissions.
- Attends bi-weekly Board meetings.

AXP STUDENT LICENSING ADVISOR (appointed)

Current: Unfilled

- Acts as a resource for all architecture and pre-architecture students as they navigate licensure and internships.
- Creates resources for the chapter on AXP and maintains them as they change.
- Works closely with the AXP Faculty Advisor (Mike Christenson)
- Attends NCARB events and training over the summer.
- Leads information sessions on AXP and internships for all architecture and pre architecture students.
- Attends bi-weekly Board meetings.

STUDENT REPRESENTATIVES (appointed)

Pre-arch Rep - Unfilled

BDA Rep - Unfilled

BS Rep- Unfilled

Grad Rep - Unfilled

- Seeks opportunity for student involvement.
- Conveys information regarding student activities and schedules.
- Promotes AIAS/ FBD events verbally and via poster.
- Attends bi-weekly Board meetings.