
State/Territory Associates Representative to NAC

The AIA Washington Council (AIA|WA) is seeking candidates for consideration and appointment for our State/Territory Associates (STAR) Representative to the AIA National Associates Committee (NAC). The NAC represents associates, in both traditional and non-traditional paths, by providing information and leadership to AIA components. The NAC addresses local and national issues and helps to shape and dictate new policy. The main objective of the STAR is to serve as the AIA Associate representative for Washington State to the National Associates Committee (NAC) for a 2-year term.

The NAC serves as a resource to AIA National regarding issues that affect Associate members, by providing feedback/comment. The representative is to maintain regular contact with the NAC Chair, the NAC Executive Committee, and other committee members. In their position, the also contributes news and announcements from state and local chapter Associate member events for NAC publications on a regular basis (monthly).

Each member of the NAC will serve on a workgroup of their choice and is expected to meet monthly via virtual call as well as quarterly for full committee virtual calls. The time commitment outside of these calls varies by workgroup and the goals established.

The NAC also fosters expanded interest in the program, encourages growth of the profession, acts as a mentor, builds relationships, creates goals for the state, and disseminates knowledge. The receives some financial support from the state and AIA National. The selected candidate is expected to attend the annual NAC Conference and AIA|WA Capital Connections Legislative Day. If budget permits they may have the opportunity to attend the Leadership Conference or the AIA Conference on Architecture.

This representative will also become an AIA|WA Board Associate and non-voting member of the AIA|WA Board of Directors. They are expected to attend AIA|WA board meetings as well as fulfill all other expectations of AIA|WA Board Associate members. See attached information.

National Associate Committee Representative in detail:

- Appointed by the AIA|WA board of directors.
- Appointee must be an Associate AIA member at the time of appointment (it is allowable for the person to become licensed and move to AIA Member status during their term)
 - This is a 2-year commitment with an estimated 4-12 hours per month spent on NAC activities and tasks, and up to 3-5 hours per month spent on AIA|WA meetings and tasks. Exceptions outlined below.
- Appointee is expected to attend:
 - NAC Quarterly Committee Calls
 - NAC Monthly Workgroup Calls
 - NAC Annual Conference (usually held in mid-January)
 - National provides a travel stipend
 - Time Commitment: Up to 3 days including travel for in person conference. Virtual Conference requirements will vary.
 - Requirements: provide a written report back to AIA|WA within 30 days following the conference.
 - AIAWA Capital Connections Legislative Day (usually in late January)
 - State to reimburse for travel costs as needed
 - Time Commitment: One day including travel for in-person conference and lodging if needed. Virtual conference requirements will vary.
 - Requirements: participate in legislative meetings.
 - AIAWA monthly board meetings, virtual and/or in person
 - Travel expenses for in-person board meetings is reimbursed.

- Requirements: to provide updates and report on NAC events, decisions, etc. as they arise.
- If budget allows, the appointee will have the opportunity to attend the following:
 - Leadership Conference (usually held in late-February or early-March)
 - AIAWA, when possible, provides an annual travel stipend which can be used for travel to the Leadership Conference in spring or Women's Leadership Summit in the fall.
 - Time Commitment: Up to 4 days including travel for in-person conference. Virtual conference requirements will vary.
 - Requirements: participate in NAC activities; participate in Congressional visits and sessions; provide a written report on findings within 30 days following the conference.
 - AIA Conference on Architecture (usually held in late-May or early-June)
 - AIAWA, when possible, provides an annual travel stipend which can be used for travel to the AIA Conference on Architecture.
 - Time Commitment: Up to 4 days including travel for in-person conference. Virtual conference requirements will vary.
 - Requirements: participate in NAC activities at convention; attend relevant emerging professional events; provide a written report on findings within 30 days following the Conference

This is a great opportunity for someone who enjoys advocating for the profession, learning about board service and meeting new people. The chance to get to know their peers from around the country and make lasting friendships are tangible rewards for this commitment to serving in this role.

Application Process

To apply, the individual must be an Associate member of the AIA in good standing and assigned to a Component within the state of Washington. The individual must be an Associate member at the commencement of their term; however, they are encouraged to pursue licensure during their term. A START who has obtained his or her license in architecture may not seek re-appointment for subsequent terms.

Interested candidates, are asked to submit the following information as a single PDF file:

- Applicant Letter of Interest: one page maximum describing applicant's interest in the position.
- A single page letter from the applicant's employer (unless self-employed) stating their understanding and support of the time commitment for the applicant to serve in this position – a template can be provided to applicants.
- Supporting materials: up to five 8-1/2x11 pages maximum, including:
 - Applicant's resume at a minimum
 - One page essay from the nominee focusing on what he or she hopes to gain from the experience both personally and professionally.
 - Two letters of recommendation from a local component supporting the nomination and one from an AIA member within the state of Washington.

This is an open nomination process and an appointment will be made by the AIA|WA board of directors. If you are interested in the position, you are encouraged to apply by **September 30, 2025**, as this term is scheduled to start on January 1, 2026. An orientation in December is also offered.

If you have questions regarding the program, you can contact the current representative Chien -Yi Chu Assoc. AIA at cchu@integrusarch.com .

Please email your nominations and references to AIA Washington Council at tsueirro@AIAWA.org.