

National Council of Architectural Registration Boards Committee Volunteer Opportunities

Experience and Education Committees

Education Committee

The Education Committee advises the Board on matters related to education and continuing education. It contributes to the development of programs and initiatives impacting architecture education and investigate shortcomings or opportunities in the education component of licensure. Examples of initiatives include oversight of the NCARB Education Standard, education alternatives for NCARB Certification, Integrated Path to Architectural Licensure (IPAL), and life-long learning opportunities.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, licensure candidate, or Member Board Member (including public member or Member Board Executive).*
- *Individuals who understand the education and experience requirements for licensure; are educators, supervisors, or mentors of individuals gaining required education and experience; and are committed to supporting individuals pursuing a career in architecture.*
- *Interest in continuous improvement and out-of-the-box thinking.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend 2 in-person meetings, typically in September and either the first weekend of December or in late January.*
- *Participate in 2 virtual meetings up to 3 hours in length in October and February.*
- *Willingness to complete some homework outside of meetings:*
 - *Review selected documents in advance of meetings—a commitment of approximately 1 hour per meeting.*
 - *Some individual or small-group work assignments between meetings, typically requiring no more than 4 hours per month in November and January.*
- *A subset of Committee members will be invited to review proposals for new IPAL programs, if received, a commitment of approximately 90 minutes.*

Estimated Time Commitment:

- *Two 3-hour meetings*
- *1 - 4 hours per month for volunteer work outside of meetings*

Continuing Education Subcommittee

The Continuing Education Subcommittee contributes to the development and/or evaluation of continuing education related initiatives. Examples include NCARB's continuing education

programs and collaboration with the American Institute of Architects (AIA) to evaluate Health Safety and Welfare content of proposed seminars and tours for their national convention.

The committee meets online, with ongoing self-directed work throughout the year, a burst of proposal reviews for AIA in December-January, and generally 2 virtual meetings to discuss any additional charges assigned for the year. Note that each member will be asked to complete a few existing NCARB CE courses (for credit) and provide critical review.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, licensure candidate, Member Board Member (including public member or Member Board Executive).*
- *Volunteers should have an interest in the continuing education requirements for licensure renewal and a commitment to supporting life-long learning in architectural careers.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *All work by this committee will be conducted virtually.*
- *Willingness to complete and review NCARB continuing education (CE) courses and proposals for courses.*

Estimated Time Commitment:

- *December—January is the focus of proposal reviews*
- *Two 3-hour virtual meetings*
- *1 – 3 hours per month for volunteer work outside of meetings*

Certification Alternatives Review Team

The Certification Alternatives Review Team will review portfolios prepared by architects to support their application for NCARB Certification through alternative education requirements, as well as the Tri-National Agreement with Mexico and Canada. Review of portfolios will be performed virtually through a work-flow process. Any required interviews will be convened through online video conferencing.

Interested individuals should meet the following qualifications:

- *Be an architect.*
- *Volunteers must have a thorough understanding of the education, experience, and examination requirements for initial and reciprocal licensure.*
- *Be an educator, supervisor, or mentor of individuals gaining required education and experience, and have a commitment to supporting architects pursuing reciprocal licensure.*
- *Volunteers must understand NCARB's Certification and Education Guidelines.*

Volunteer Expectations:

- *Attend the mandatory in-person, two-day training session. Additional meetings may be scheduled as needed.*
- *Able to review a minimum of 4 certificate portfolios during the year. The number of assigned portfolios will vary based on the number of portfolio submissions and review team member availability.*
- *Willingness to collaborate in an online virtual environment.*
- *All portfolio reviews by this committee are conducted virtually.*
- *Portfolio reviews are completed independently, and confidentiality is of utmost importance.*

Estimated Time Commitment:

- *2-day in-person training session in Washington, DC*
- *Approximately 25 hours per portfolio review with a minimum to review at least 4 portfolios*

Experience Committee

The Experience Committee contributes to the development of programs and initiatives impacting the architecture experience requirement. Examples of initiatives include development of the Architectural Experience Program (AXP®). This committee is composed of architects at various stages of their career, licensure candidates, and educators to provide perspectives across the profession pertaining to the development of competency to practice architecture.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, licensure candidate, Member Board Member (including public member or Member Board Executive).*
- *Volunteers must be participating in (or have participated) in NCARB's AXP® and/or understand the education and experience requirements for licensure; be a supervisor or mentor of individuals gaining required education and experience; and be committed to supporting individuals pursuing a career in architecture.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend two in-person meetings, typically one in late September or early October and one in early-December or late January.*
- *Participate in 3-4 virtual meetings up to four hours in length, starting in August and no later than mid-March.*
- *Willingness to complete homework outside of meetings:*
 - *Review selected documents in advance of meetings—a commitment of approximately 1 hour per meeting.*
 - *Some individual or small-group work assignments between meetings, typically requiring no more than four hours per month.*

Estimated Time Commitment:

- *Two in-person meetings in September/October and December/January*
- *Three to four 4-hour virtual meetings August through March*
- *1 - 4 hours per month for volunteer work outside of meetings*

International Qualifications Evaluation Work Group

The International Qualifications Evaluation Work Group provides critical analysis of relationships between defined competency and assessment requirements for licensure/registration as an architect between the U.S. and foreign countries. It contributes to the consideration of mutual recognition agreements (MRA) as well as provides advice on specific requirements defined therein. This work group also serves as a critical resource in re-evaluating defined competency and assessment requirements to update existing MRAs.

Interested individuals should meet the following qualifications:

- *Be an architect.*
- *Individuals who understand the education and experience competency and assessment requirements for licensure; are educators, supervisors, or mentors of individuals gaining required education and experience; and are committed to supporting individuals pursuing a career in architecture.*
- *Interest in the global practice of architecture and out-of-the-box thinking.*

Volunteer Expectations:

- *Willingness to work independently and collaboratively in an online virtual environment.*
- *Ability to complete detail-driven homework independently outside of meetings:*
 - *Line-by-line detailed comparisons of the defined competencies required for licensure in foreign countries and competencies defined for licensure in the U.S. Evaluation of competencies.*
 - *Detailed comparisons of licensure/registration component between U.S. components and those of foreign countries.*
 - *May require a time commitment of 40-80 hours per study, over the course of 4-6 weeks. Additionally, 3-4 virtual meetings, 2 hours each, may be held per country reviewed. Multiple studies may be required during the Fiscal Year.*
 - *Some individual or small-group work assignments between meetings.*

Estimated Time Commitment:

- *3 - 4 virtual meetings (1.5-2hrs each) per study over the course of 4-6 weeks*
- *40-80 hours per country study over the course of 4-6 weeks for volunteer work outside of meetings*

Examination Committees

Examination Committee

The Examination Committee oversees the research initiatives related to the development, delivery, and assessment of the Architect Registration Examination® (ARE®) for use by all 55 licensing boards. This committee is composed of the Chairs of the ARE® subcommittees, and appointees necessary to provide insight from the perspective of licensing boards, educators, recently licensed, and the public.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, licensure candidate, Member Board Member (including public member or Member Board Executive) and have a strong interest in the strategic direction of the ARE.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend two 2-day in-person meetings and participate in virtual meetings.*
- *Homework will be assigned prior to each meeting; appointees should expect to spend approximately 1 to 2 hours on homework during the weeks leading up to each meeting. This primarily consists of reviewing documents and providing input in terms of strategic direction of the exam, its development, and delivery.*

Estimated Time Commitment:

- *Two 2-day in-person meetings*
- *Three to four 4-hour virtual meetings*
- *1 to 2 hours of homework prior to each meeting*

ARE 5.0 Item Development Subcommittee

The Item Development Subcommittee develops and reviews items for the ongoing development and delivery of the Architect Registration Examination® (ARE®). Appointees will be assigned to one divisional workgroup focused on writing, reviewing, and editing items to be used in their assigned exam division.

Interested individuals should meet the following qualifications:

- *Be an architect licensed in one of NCARB's member jurisdictions.*

Volunteer Expectations:

- *Attend 3 two-day in-person meetings and participate in virtual meetings.*
- *First-year volunteers on the committee will attend two additional 1-hour orientation webinars online.*
- *Homework will occur before each meeting; appointees can expect approximately 5-10 hours of homework per week during the weeks leading up to each meeting. Homework will also include reviewing, editing, and creating graphics for associated items.*

Estimated Time Commitment:

- *Three 2-day in-person meetings*
- *Five to seven 1-hour virtual meetings*
- *5 to 10 hours of homework per week x 3 meetings*

*Divisional work group definitions:***Practice Management**

The Practice Management division focuses on issues related to pre-contract tasks including negotiation, human resource management and consultant development. Content areas include the management of architectural practice, professional ethics, fiduciary responsibilities, and the regulations governing the practice of architecture.

Project Management

The Project Management division focuses on issues related to office standards, development of project teams and overall project control of client, fee, and risk management. Content areas include the management of architectural projects including organizing principles, contract management and consultant management.

Programming & Analysis

The Programming & Analysis division focuses on issues related to programming, site analysis, and zoning and code requirements. Content areas include the evaluation of project requirements, constraints and opportunities related to the project.

Project Planning & Design

The Project Planning & Design division focuses on issues related to the generation or evaluation of design alternatives that synthesize environmental, cultural, behavioral, technical, and economic issues. Content areas include the preliminary design of sites and buildings.

Project Development & Documentation

The Project Development & Documentation division focuses on issues related to the development of design concepts, the evaluation of materials and technologies, selection of appropriate construction techniques, and appropriate construction documentation. Content areas include the integration and documentation of building systems, material selection, and material assemblies into a project.

Construction & Evaluation

The Construction & Evaluation division focuses on issues related to bidding and negotiation processes, support of the construction process, and evaluation of completed projects. Content areas include construction contract administration and post occupancy evaluation of projects.

ARE 5.0 Forms Assembly Subcommittee

The ARE® 5.0 Forms Assembly Subcommittee is responsible for quality control of the forms assembled to be delivered to ARE® 5.0 candidates including the review of authored items. Appointees will be assigned to one working group focusing on a division of the exam.

Interested individuals should meet the following qualifications:

- *Be an architect licensed in one of NCARB's member jurisdictions.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend a 2-day in-person meeting and participate in virtual meetings.*
- *Homework will occur before the in-person meeting; appointees should expect to spend approximately 3-5 hours on homework per week during the weeks leading up to the meeting.*

Estimated Time Commitment:

- *One 2-day in-person meeting*
- *Three 1-hour virtual meetings*
- *3 to 5 hours of homework per week prior to the in-person meeting*

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ARE 5.0 Item and Case Study Review Taskforce

The ARE® 5.0 Item and Case Study Review Taskforce is responsible for ensuring all item and case study content within the ARE Business Continuity Exam (BCE) and ARE Practice Exams is valid and in alignment with current exam development and delivery standards. Appointees will be required to review and edit items and case studies across multiple ARE divisions while participating in the taskforce.

Interested individuals should meet the following qualifications:

- *Be an architect licensed in one of NCARB's member jurisdictions.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend a two-day in-person meeting and participate in additional virtual meetings.*
- *Homework will occur before the in-person meeting; appointees should expect to spend approximately 5-10 hours on homework per week during the weeks leading up to the meeting.*

Estimated Time Commitment:

- *One 2-day in-person meeting*
- *Five 1-hour virtual meetings*
- *5 to 10 hours of homework per week prior to the in-person meeting*

Council-Related Committees

Audit Committee

The Audit Committee reports to the Board of Directors and is responsible for overseeing the Council's financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes and from the implementation of changes in policies that affect internal financial controls. The Audit Committee selects and engages an independent auditor of the Council's financial records annually.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, licensure candidate, Member Board Member (including public member or Member Board Executive).*
- *The Audit Committee Chair is the NCARB Board of Directors Treasurer per Bylaws*

Estimated Time Commitment:

- *Four 1.5-hour virtual meetings*
- *1 - 2 hours of volunteer work per meeting x 4 meetings*

Credentials Committee

The Credentials Committee oversees the nomination and election process for positions on the Board of Directors, verifies candidate qualifications for office, examines and verifies voting delegate credentials, reports to the membership regarding quorum at the Annual Business Meeting, and tabulates and reports election results to the president/chair of the Board. The Credentials Committee contributes to the evolution and improvement of the nomination and elections process, as well as providing feedback on existing procedures and offers advice to the Board of Directors.

Interested individuals should meet the following qualifications:

- *Members must be sitting Member Board Members (architect or public members) and/or Member Board Executives.*
- *Attendance at the June 2024 Annual Business Meeting (ABM) is required. Funding is provided.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*

Estimated Time Commitment:

- *Five 1-hour virtual meetings*
- *In-person at the 2024 Annual Business Meeting*
- *1 - 3 hours per month for volunteer work outside of meetings*
- *The Credentials committee meets primarily January - June*

Member Board Executives Committee

The Member Board Executives Committee considers issues of concern to the licensing boards and Member Board Executives, develops the agenda for the spring MBE Workshop, and serves as a focus group to advise the Board of Directors and Council staff.

Interested individuals should meet the following qualifications:

- *Be employed by a licensing board as an executive or in an assistant/associate executive position.*

Volunteer Expectations:

- *Planning/homework calls, an in-person meeting in the fall, and attendance at the spring MBE Workshop in-person.*

Estimated Time Commitment:

- *2-hour virtual meetings each month*
- *1 - 1.5 hours per month for volunteer work outside of meetings*

Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee explores opportunities and recommends strategies to increase DEI efforts to ensure that the organization fully represents the population it serves.

Interested individuals should meet the following qualifications:

- *Be a Member Board Member or Member Board Executive or recently certified architect.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend one in-person meeting (more in-person meetings may be scheduled if required).*

Estimated Time Commitment:

- *2-hour virtual meetings each month*
- *One in-person meeting*
- *1 - 1.5 hours per month for volunteer work outside of meetings*

Regional Leadership Committee

The Regional Leadership Committee addresses issues specific to the Regions of the Council, plans the spring Regional Summit, and provides input into the planning and development of additional membership engagement efforts.

This committee also reviews each resolution submitted by Regions and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication.

Interested individuals must meet the following qualifications:

- *Be a Regional Executive or Regional Chair of their region.*

Estimated Time Commitment:

- *2-hour virtual meetings each quarter*
- *1 in-person meeting at the location of the Regional Summit*
- *Regional Summit in-person in March*
- *1 - 2 hours per month for volunteer work outside of meetings*

Policy Advisory Committee

The Policy Advisory Committee reviews proposed resolutions, procedures, and documents for their impact on, and consistency with, Council policies and programs and makes recommendations on such matters to the Board of Directors; assesses the usefulness of special Council publications and proposes modifications as appropriate.

Interested individuals should meet the following qualifications:

- *Be the chair of one of NCARB's regions, Member Board Executive, or public member.*
- *Volunteers should understand the NCARB Bylaws, certification requirements, and Legislative Guidelines and Model Law/Model Regulations, and NCARB Rules of Conduct.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Attend two in-person meetings and participate in virtual planning/homework meetings.*

Estimated Time Commitment:

- *2-hour virtual meetings bi-monthly*
- *1 - 4 hours per month for volunteer work outside of meetings*

Professional Conduct Committee

The Professional Conduct Committee oversees the development, assessment, application, and adjudication of Council policies and practices relating to the professional conduct of Record holders and others using Council services.

Interested individuals should meet the following qualifications:

- *Be an architect, Member Board Member (including public member or Member Board Executive).*
- *Have an interest in Council certification requirements and the statutes, rules, and regulations*
- *Have an interest in the architectural experience, education, examination, and practice requirements of their jurisdiction.*

Volunteer Expectations:

- *Willingness to collaborate in an online virtual environment.*
- *Participate in monthly 90-minute virtual meetings for planning, assignments, and case reviews.*

- *Attend one in-person meeting (more meetings may be scheduled if required).*

Estimated Time Commitment:

- *1.5-hour meetings each month*
- *2 - 4 hours per month for volunteer work outside of meetings*

Additional Volunteer Efforts

Futures Collaborative

The Futures Collaborative monitors and researches changes in the regulatory environment and the practice of architecture. Efforts will guide the ongoing development of forecasts of possible future outcomes as well as informing strategic conversations across the Council.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, Member Board Member (including public member or Member Board Executive) and have a strong interest in researching future regulatory and practice drivers of change.*

Volunteer Expectations:

- *Be highly collaborative in an online virtual environment.*
- *Attend 3 two-day in-person meetings and participate in virtual meetings.*
- *Research and writing homework will be assigned throughout the year. Appointees should expect to spend approximately 3 to 4 hours on homework per week during the weeks leading up to each meeting.*

Estimated Time Commitment:

- *3-4 virtual meetings (4-5 hours each)*
- *3 in-person meetings*
- *4-5 hours per month for volunteer work outside of meetings*

Licensure Process Research & Development Taskforce

The Licensure Process R&D Taskforce analyzes various approaches across education, experience, and examination that can be used to validate the competency of licensure candidates in a fair and defensible way. Efforts will inform strategic conversations regarding potential modifications to the licensure process.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, Member Board Member (including public member or Member Board Executive) and have a strong desire to investigate alternative means and methods to determine competency.*

Volunteer Expectations:

- *Be highly collaborative in both online and in-person environments.*
- *Attend 3 two-day in-person meetings and participate in virtual meetings.*
- *Research and writing homework will be assigned throughout the year. Appointees can expect to spend approximately 3 to 4 hours on homework per week during the weeks leading up to each meeting.*

Estimated Time Commitment:

- *3 in-person meetings*

- *1.5 hour bi-monthly virtual meetings*
- *1 - 3 hours per month for volunteer work outside of meetings*

Competency Taskforce

The Competency Taskforce will develop a framework that establishes competency standards for contemporary practice. The taskforce will use the findings of the 2022 Analysis of Practice and additional research to establish valid and justifiable standards necessary for independent entry-level practice.

Interested individuals should meet the following qualifications:

- *Be an architect, educator, Member Board Member (including public member or Member Board Executive) and are motivated by wanting to analyze and identify the core competencies necessary for entry-level practice and specialty areas of practice.*

Volunteer Expectations:

- *Be highly collaborative in both online and in-person environments.*
- *Attend 3 two-day in-person meetings and participate in virtual meetings.*
- *Research and writing homework will be assigned throughout the year. Appointees should expect to spend approximately 6 to 8 hours on homework per week during the weeks leading up to each meeting.*

Estimated Time Commitment:

- *3 in-person meetings*
- *1- 3 hours per month for volunteer work outside of meetings.*