

2024 AIA Indiana SFX State Representative

Position Description

The mission of the AIA Small Firm Exchange (SFX) is to advance the mutual interests of architects practicing in small firms. The objectives of the AIA SFX are three-fold:

1. Advocate the value of small firms, the national SFX, and local SFX groups, both within the AIA and to the public.
2. Curate and disseminate the most pertinent resources and information, from the AIA & elsewhere, that benefit small firms.
3. Inform the AIA of current issues facing small firms and areas in which current resources/information are lacking.

Role of the State Representative

- Be a key conduit for information and support between small firms at AIA chapters within your state and the AIA national Small Firm Exchange.
- Provide constructive feedback on AIA national's progress in delivering value to small firm members.
- Serve as ambassador for small firm engagement within your state.

Activities of State Representative

- Every month this position will require 4-6 hours of your time and participation in up to two 1-hour calls.
 - Each month a state rep call to participate in small group conversations.
 - Some months an all-call is held to learn about AIA resources and to ask practice-related questions. (These calls will allow reps to understand the scope of the AIA and what's currently happening. This is also when reps will be able to alert the board to anything of importance from your specific state or local chapters.)
- Serve as a liaison to the state chapter, local chapters, and local SFX (or similar) groups in that area.
 - Build relationships with state and local leaders i.e. component staff, board leadership, local SFX chapter/group leaders.
 - Inform state and local leaders of small firm resources.
 - Collect and share small firm needs and concerns with the SFX board.
 - Distribute quarterly newsletter content within your state.
 - Give the SFX presentation to state's chapters (in-person or virtually) and collaborate with SFX Board members to give presentations at state and regional conferences.
- Support SFX communication efforts. (SFX has a social media presence on [Instagram](#), [Facebook](#), and [Twitter](#). SFX leaders help the Outreach work group find content to share through [Flipboard](#) (an app to share articles you find online) and [project submissions](#) (any AIA member working at a small firm can submit a project for consideration). Orientation to Flipboard is provided and the Outreach work group handles all of the social media scheduling/posting. (All this ensures a steady stream of high value content that we can then automate to go out on our social media accounts and pick specific articles to include in our quarterly newsletters.)
- Provide feedback via short surveys approximately 10 times per year.
- Participate in a half-day virtual orientation and planning meeting in January.
- Participate in in-person events at AIA Conference, if possible.

SFX State Representative body makeup

The body is made up of 52 AIA members who work in small firms, including representatives from each US state, Washington DC, and one international practitioner.

Leadership

The body is moderated by a Vice-Chair from the SFX Board, who in turn serves on the SFX Executive Committee.

Demographic conditions

- Must be an AIA member in good standing.
- Must be from a state not currently represented. Preference on location different from current board member in their state, if applicable. [Refer to website for list of board members.]
- Must work in a firm with under 15 employees (ideally under 10 employees per AIA's definition of a small firm).
- Preference to women, ethnic minorities, and younger members, currently underrepresented.
- Preference to volunteers who help achieve a diversity of firm size, age, structure, and service area/project types.

Term: One-year commitment, renewable for up to five years total.

Timeline

- Applications accepted through October 1 every year.
- Notifications sent in December.
- Positions begin every January.

Ready to apply? Please send a letter of interest that explains your background and qualifications to jshelley@aiaindiana.org no later than November 1, 2023.

If you have any questions or would like to recommend someone, please contact: jshelley@aiaindiana.org.