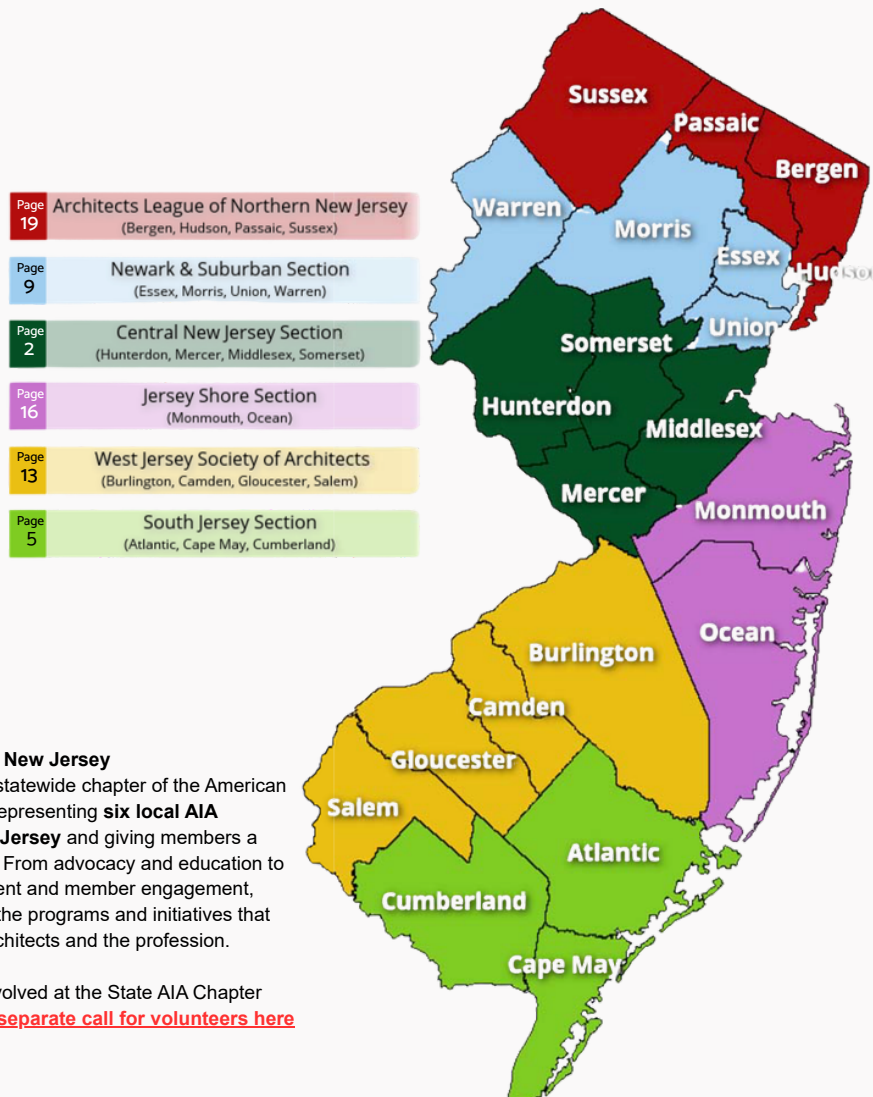


2027 Local AIA Section Committees, Officer & Trustees positions



Get Involved with AIA New Jersey

AIA New Jersey is the statewide chapter of the American Institute of Architects, representing **six local AIA chapters across New Jersey** and giving members a voice at the state level. From advocacy and education to professional development and member engagement, volunteers help shape the programs and initiatives that support New Jersey architects and the profession.

Do you prefer to get involved at the State AIA Chapter level? [Check out that separate call for volunteers here](#)



2027 COMMITTEES

Design Awards Committee

- **Charge:** Plan and execute the annual design awards program, including developing criteria, coordinating entries, organizing the jury process, and managing event logistics in coordination with Officers and the Section Director
- **Time Commitment:** 1 hour/mtg
- **Meeting Cadence:** As needed; Summer/Fall Focus

Public Awareness Committee

- **Charge:** Elevate public understanding of architecture and the built environment through education, outreach, and community engagement.
- **Time Commitment:** 1 hour/mtg
- **Meeting Cadence:** Monthly

Legislative & Government Affairs Committee (L&GA)

- **Charge:** Advocate for laws and regulations that support the architectural profession and promote public health, safety, and welfare
- **Time Commitment:** 1 hour/mtg
- **Meeting Cadence:** Monthly

Safe Schools Task Force

- **Charge:** Advocate to ensure the health, safety, and welfare of students, teachers and staff through the design of secure, welcoming, and hazard-resilient learning environments
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

COTE Committee

- **Charge:** Promote sustainable design practices, focusing on energy efficiency, environmental stewardship, and social responsibility.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed





AIA-CJ A.R.E. Mentorship Committee

- **Charge:** Support emerging professionals through collaborative A.R.E. mentorship groups designed to build knowledge and confidence.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As determined by the group

AIA-CJ EPiC Liaison

- **Charge:** Serve as the liaison between the section and the state EPiC, representing the needs of emerging professionals.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-CJ Small Firm Exchange

- **Charge:** Advance the mutual interests of architects practicing in small firms. Empowers these practitioners through education, advocacy, and the sharing of best practices for firms with fewer than 15 employees.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Monthly

AIA-CJ Women in Architecture Committee

- **Section Chair:** Open
- **Charge:** Champion gender equity, empower women in design, and promote their advancement into leadership roles.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Monthly

AIA-CJ Architecture Week Committee

- **Charge:** Outreach and events to inspire the next generation of architects and designers with particular focus on K-12 educational enhancements.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Monthly; Winter/Spring



AIA-CJ Historical Archives Committee

- **Charge:** To protect and promote the history of AIA New Jersey and its members by preserving records, chronicling impact, fostering research and celebrating milestones.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Monthly

AIA-CJ Codes & Regulations Committee

- **Charge:** Advance the mutual interests of architects practicing in small firms. Empowers these practitioners through education, advocacy, and the sharing of best practices for firms with fewer than 15 employees.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Monthly

AIA-CJ Volunteers

General call for volunteers interested in helping with CJ's committees, events, tours, and initiatives!



2027 COMMITTEES

AIA-SJ By-Laws Committee

- **Charge:** Review and update section's by-laws as needed. Confirm they align with national, state and local goals. Provide revisions to membership for vote.
- **Time Commitment:** 1-2 hours per meeting
- **Meeting Cadence:** quarterly

AIA-SJ EPiC Section Director

- **Charge:** Local Representative to the AIA-NJ Emerging Professionals Committee. Attends state EPiC meetings and AIA South Jersey Executive Committee meetings. Reports back to South on all state EPiC concerns and requests. Organizes minimally one EPiC event per year for South Jersey. Maintains South's EPiC roster and acts as a liaison to South's Eps.
- **Time Commitment:** as needed
- **Meeting Cadence:** EPiC state meetings as determined by State Director. South Executive Committee Meetings are 5 times a year, approximately 1.5 hours each.

AIA-SJ Historical Archives Section Representative

- **Charge:** Attends state HARC meetings. Assists with gathering documents videos, photos and memorabilia of South's history.
- **Time Commitment:** as needed
- **Meeting Cadence:** Quarterly or determined by the state HARC director

AIA-SJ Membership Committee

- **Charge:** Create and promote ways to increase membership. Establish incentives and design promotional advertising for Architects, Associate and Allied membership.
- **Time Commitment:** as needed
- **Meeting Cadence:** as needed





South Jersey

AIA-SJ Public Awareness Representative

- **Charge:** South representative to the AIA-NJ Public Awareness Committee. Provide outreach to the public on the understanding of the role of the architect and architecture. Works with the local social media and website coordinator to promote events.
- **Time Commitment:** 1 hour per meeting
- **Meeting Cadence:** AIA-NJ Public Awareness Meetings are 1 once a month

AIA-SJ Social Media and Website Coordinator

- **Charge:** Coordinates posts for Facebook and LinkedIn and manages website.
- **Time Commitment:** as needed
- **Meeting Cadence:** as needed

AIA-SJ Women in Architecture Representative (WIA)/ Equity, Diversity and Inclusion Representative

- **Charge:** South representative to the AIA-NJ WIA committee and the Equity, Diversity and Inclusion committee and attends those meetings. Help to facilitate state and local events.
- **Time Commitment:** Approximately 1 hour
- **Meeting Cadence:** Quarterly

AIA-SJ Volunteers

General call for any volunteers that would like to help with committees, events and initiatives.





South Jersey

2027 Officers

President

- **Core Duties:** The president exercises general supervision over the affairs of the section. They act as spokesperson for the section at meetings and to the AIA NJ board. Facilitates all section executive and membership meetings. Manages any accreditation business.
- **Term Length:** 2 years (1 year as president and 1 year as past president)
- **Time Commitment:** approximately 3-5 hours a month
- **Meeting Cadence:** 5 executive committee meetings a year, 4 membership meetings a year, any additional tours or events as needed. Any AIA-NJ state meetings as required

President- Elect

- **Core Duties:** The President-Elect possess all powers of president if they fail to perform. Succeeds to the President position the following year. Must attend all executive and membership meetings. Inputs all continuing education units for programming and submits attendees CEUs.
- **Term Length:** 3 years (1year – president-elect, 1 year-president, 1-year past president)
- **Time Commitment:** approximately 2 hours a month
- **Meeting Cadence:** 5 executive committee meetings a year, 4 membership meetings a year, any additional tours or events as needed

Secretary

- **Core Duties:** Provides all communication and minutes for the section. Coordinates all meetings, tours and events. Designs all graphic needs. Maintains all rosters and documents.
- **Term Length:** 1 year
- **Time Commitment:** approximately 2-3 hours a month
- **Meeting Cadence:** 5 executive committee meetings a year, 4 membership meetings a year, any additional tours or events as needed

Treasurer

- **Core Duties:** Shall have charge and general supervision over all section's financial affairs. Provides annual budget and all financial records. Once a year present the fiscal affairs of the section to the membership. Coordinator for all allied membership and their needs.
- **Term Length:** 1 year
- **Time Commitment:** approximately 2 hours a month
- **Meeting Cadence:** 5 executive committee meetings a year, 4 membership meetings a year, any additional tours or events as needed



New Jersey



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South Jersey

Trustees:

Atlantic County Trustee – 2 needed

Cape May County Trustee – 2 needed

Cumberland County Trustee – 2 needed

Associate at Large Trustee – 1 needed

- **Core Duties:** Guide the section in its executive decisions and affairs. Learn how the organization operates.
- **Term Length:** 3 years
- **Time Commitment:** approximately 2 hours a month
- **Meeting Cadance:** 5 executive committee meetings a year, 4 membership meetings a year



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2027 COMMITTEES

AIA-NS - Design Awards Committee

- **Charge:** Plan and execute the annual design awards program, including developing criteria, coordinating entries, organizing the jury process, and managing event logistics.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Once a month

AIA-NS - Public Awareness Committee

- **Charge:** Elevate public understanding of architecture and the built environment through education, outreach, and community engagement.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - K-12 Committee

- **Charge:** Develop and coordinate programs that introduce K-12 students to architecture, including workshops, desk reviews, an annual art contest, and other educational outreach that promotes architecture as a potential career path.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - College Initiatives Committee

- **Charge:** Empower college students through mentorship, portfolio reviews, financial support, and professional engagement that bridges education and practice.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Once a month

AIA-NS - Barkitecture Committee

- **Charge:** Plan and coordinate the Barkitecture event, where participating teams design pet structures, with proceeds benefiting local animal shelters. This is a stand-alone event under the Public Awareness Committee.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** Once a month

2027 COMMITTEES

AIA-NS - COTE Committee

- **Charge:** Promote sustainable design practices, focusing on energy efficiency, environmental stewardship, and social responsibility.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - A.R.E. Program Committee

- **Charge:** Support emerging professionals through A.R.E. seminars designed to build knowledge, confidence, and licensure success.
- **Time Commitment:** 1 hour for meetings; 4 hours for seminars, six times a year
- **Meeting Cadence:** As needed

AIA-NS - Happy Hour Committee

- **Charge:** Coordinate two happy hour events to foster networking and community building among members.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Building Tours Committee

- **Charge:** Plan and coordinate two building tours for members to explore notable architectural sites for CEU credit.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Educational Program Committee

- **Charge:** Organize educational programs offering multiple CEU opportunities through packaged sessions held twice a year.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

Newark & Suburban

AIA-NS - EPiC Liaison

- **Charge:** Serve as the liaison between the section and the state EPiC, representing the needs of emerging professionals.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - COTE Liaison

- **Charge:** Serve as the liaison between the section and the state COTE, promoting sustainability and aligning efforts for sustainable design.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Book Club Committee

- **Charge:** Organize and facilitate the book club, selecting architectural books for discussion and coordinating four book club meetings per year.
- **Time Commitment:** 1.5 hours for meetings, four times a year; planning as needed
- **Meeting Cadence:** Four times a year

AIA-NS - Annual Presidents' Celebration Committee

- **Charge:** Plan and coordinate the Annual Presidents' Celebration to for the outgoing, incoming, and past presidents of the section
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Professional Practice Committee

- **Charge:** Address topics related to professional practice and provide support and resources for members, including developing LAB (Leaders in Architecture & Business), an initiative that helps mid-career architects grow through business and management education, peer support, and leadership development.
 - **Time Commitment:** 1 hour
 - **Meeting Cadence:** As needed
-

AIA-NS - Budget and Finance Committee

- **Charge:** Oversee financial planning, budgeting, and fund allocation for the section. This committee is open only to board members.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Bylaws Committee

- **Charge:** Review and update the section's bylaws as needed, ensuring they align with organizational goals. This committee is open only to board members.
- **Time Commitment:** 1 hour
- **Meeting Cadence:** As needed

AIA-NS - Book Club Committee

- **Charge:** Organize and facilitate the book club, selecting architectural books for discussion and coordinating four book club meetings per year.
- **Time Commitment:** 1.5 hours for meetings, four times a year; planning as needed
- **Meeting Cadence:** Four times a year

AIA-NS - LiA Committee

Create a space for Latino architects and future architects to share ideas and resources, build community, celebrate their culture, and connect with mentors and peers.

2027 COMMITTEES

AIA-WJ Bylaws & Policies Committee

- **Charge:** Track proposed bylaws revisions and executive policies each year; present proposed revisions at
- Annual Meeting for membership vote; complete documents for Component Accreditation during applicable
- years.
- **Time Commitment:** Approximately 1-2 hours per meeting
- **Meeting Cadence:** FocusQuarterly

AIA-WJ CANstruction Committee

- **Charge:** Charge: Spearhead the local CANstruction event to benefit the Foodbank of South Jersey; develop the Call for Entries and Rules & Regulations manuals; identify and coordinate with a venue; bring on event sponsors; organize team participation.
- **Time Commitment:** Approximately 0.5 - 1 hours per meeting
- **Meeting Cadence:** Quarterly; plus monthly bi-weekly as needed closer to the event

AIA-WJ EPiC Committee

- **Charge:** Local branch of the AIA-NJ EPiC Committee; in concert with the state level committee, the AIA-WJ branch will coordinate with the AIA-WJ Programs & Events committee to curate EPiC events in the West Jersey area. The AIA-WJ Section Director chairs this committee and acts as a liaison to the AIA-AJ EPiC Committee, and attends those state level meetings.
- **Time Commitment:** Approximately 1 hour per meeting
- **Meeting Cadence:** Bi-monthly or more frequently as determined by the committee Chair

AIA-WJ Programs & Events Committee

- **Charge:** Charge: Assist with the development of membership meetings including but not limited to the submission of CEU information for AIA National approval; venue selections; coordination with the AIA WJ Board of Directors for event advertisement; reporting of event attendees on the AIA CEU platform; distribution of Certificate of Completion for attendees.
- **Time Commitment:** Approximately 1 hour per meeting
- **Meeting Cadence:** Monthly



West Jersey

AIA-WJ Service Awards & Scholarships Committee

- **Charge:** Align AIA-WJ awards requirements and timeframe with AIA-NJ awards program; nominate and evaluate award candidates; curate juries as needed; present awards and scholarships at the AIA-WJ Annual Meeting.
- **Time Commitment:** Approximately 1 hour per meeting
- **Meeting Cadence:** Quarterly, more frequently as needed based on submission deadlines and jury processes.



New Jersey



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2027 Officers

President- Elect

Interested in leading AIA-WJ operation, facilitating the future of our AIA Chapter, and representing your fellow AIA members?

- **Core Duties:** Attend AIA-WJ Reorganization meeting in December before term officially starts, then attend monthly AIA-WJ board meetings during term.
- **Term Length:** 3 year term (1 year as President-Elect, 1 year as President, 1 year as Past President)
- **Approximate Monthly time commitment:** 3-6 hours
- **Required experience:** This position does require an architectural license.

Secretary

Interested in leading AIA-WJ communications, sharing Chapter news, and representing your fellow AIA members?

- **Core Duties:** Attend AIA-WJ Reorganization meeting in December before term officially starts, then attend monthly AIA-WJ board meetings during term.
- **Term Length:** 2 year term
- **Approximate Monthly time commitment:** 3-6 hours
- **Required experience:** This position does not require an architectural license.

Treasurer

Interested in facilitating the AIA-WJ Budget, ensuring operational alignment of our Chapter, and representing your fellow AIA members?

- **Core Duties:** Attend AIA-WJ Reorganization meeting in December before term officially starts, then attend monthly AIA-WJ board meetings during term.
- **Term Length:** 2 year term
- **Approximate Monthly time commitment:** 2-4 hours
- **Required experience:** This position does not require an architectural license.

EPiC Section Director

Interested in facilitating the AIA-WJ Budget, ensuring operational alignment of our Chapter, and representing your fellow AIA members?

- **Core Duties:** Attend AIA-WJ Reorganization meeting in December before term officially starts, then attend monthly AIA-WJ board meetings during term.
- **Term Length:** 2 year term
- **Approximate Monthly time commitment:** 2-4 hours
- **Required experience:** This position does not require an architectural license.



West Jersey

2027 AIA-WJ Trustees

Interested in learning how AIA-WJ operates, leading the charge in deciding the future of our AIA Chapter, and representing your fellow AIA members?

- **Core Duties:** Attend AIA-WJ Reorganization meeting in December before term officially starts, then attend monthly AIA-WJ board meetings during term. Chair or serve on at least one WJ committee.
- **Term Length:** 1 year
- **Approximate Monthly time commitment:** 2-4 hours
- **Required experience:** This position does not require an architectural license.



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2027 COMMITTEES

AIA-JS Allied Membership Committee

- **Charge:** Recruitment of potential Allied members; Allied member engagement and retainment.
- **Time Commitment:** Approximately 1-2 hours per meeting
- **Meeting Cadence:** Quarterly

AIA-JS CANstruction Committee

- **Charge:** Spearhead the local CANstruction event to benefit the Foodbank of South Jersey; develop the Call for Entries and Rules & Regulations manuals; identify and coordinate with a venue; bring on event sponsors; organize team participation.
- **Time Commitment:** Approximately 0.5 - 1 hours per meeting
- **Meeting Cadence:** Quarterly; plus monthly bi-weekly as needed closer to the event

AIA-JS Communications Committee

- **Charge:** Perform regular maintenance and updates to the membership list and corresponding email list from Mail Chimp, which is used for the distribution of the e-newsletter on a quarterly basis and email blasts to the members; add new / transfer / reinstated member to Mailchimp as notified by PSI; email 'new members' a 'welcome to AIA Jersey Shore' intro email with upcoming event details and helpful links; develop communication templates and protocols for social media platforms; develop content for social media.
- **Time Commitment:** Approximately 1 hour per meeting
- **Meeting Cadence:** Monthly

AIA-JS EPiC Committee

- **Charge:** Local branch of the AIA-NJ EPiC Committee; in concert with the state level committee, the AIA-JS branch will coordinate with the AIA-JS Programs & Events committee to curate EPiC events in the West Jersey area at least quarterly. The AIA-JS Section Director chairs this committee and acts as a liaison to the AIA-AJ EPiC Committee, and attends those state level meetings.
- **Time Commitment:** Approximately 1 hour per meeting
- **Meeting Cadence:** Bi-monthly or more frequently as determined by the committee Chair





Jersey Shore

AIA-JS Programs & Events Committee

- Charge: Assist with the development of membership meetings including but not limited to the submission of CEU information for AIA National approval; venue selections; coordination with Communications Committee for event advertisement; reporting of event attendees on the AIA CEU platform; distribution of Certificate of Completion for attendees and develop an automated / auto-filled process.
- Time Commitment: Approximately 1 hour per meeting
- Meeting Cadence: Monthly

AIA-JS Service Awards & Scholarships Committee

- Charge: Align AIA-JS awards requirements and timeframe with AIA-NJ awards program; nominate and evaluate award candidates; curate juries as needed; present awards and scholarships at the AIA-JS Annual Meeting.
- Time Commitment: Approximately 1 hour per meeting
- Meeting Cadence: Quarterly, more frequently as needed based on submission deadlines and jury processes.

AIA-JS Strategic Planning Committee

- Charge: Plan and coordinate future and long-term opportunities; how does AIA JS remain current; how can we continue to improve; requirements for component accreditation.
- Time Commitment: Approximately 1 hour per meeting
- Meeting Cadence: Quarterly

AIA-JS Sustainability & Resiliency Committee

- Charge: Identify interesting topics and code changes; interface with firms in our section that focus on Sustainability and have a specific interest; look for highly technical presentations/presenters that could build off more general presentations.
- Time Commitment: Approximately 1 hour per meeting
- Meeting Cadence: Quarterly





Jersey Shore

AIA-JS Women in Architecture Committee

- Charge: Serve as the AIA JS liaison to the AIA-NJ Women in Architecture (WIA) Committee and the Diversity/Equity/Inclusion Committee and attend those meetings.
- Local branch of the AIA-NJ Women in Architecture Committee; in concert with the state level committee, the AIA-JS branch will coordinate with the AIA-JS Programs & Events committee to curate WIA events in the West Jersey area at least annually. The chair of this committee also acts as a liaison to the AIA-AJ WIA Committee, and attends those state level meetings.
- Time Commitment: Approximately 1 hour per meeting
- Meeting Cadence: Quarterly

2027 AIA-JS Officers

- Vice President
- EPiC Section Director





Architects League of Northern New Jersey

2027 COMMITTEES

AIA-ALNNJ Awards & Scholarships Committee

- **Charge:** Responsible for the League's yearly Awards and Scholarships programs. AIA-ALNNJ gives out scholarships to students who live within the section's territory and awards to its members.
- **Time Commitment:** 1-3 hours a month
- **Meeting Cadence:** 3 meetings a year

AIA-ALNNJ Leagueline Committee

- **Charge:** Become one of the editors of 'Leagueline,' the official quarterly publication of ALNNJ, a high-quality newsletter distributed quarterly to over 650 members of the local architectural community.
- **Time Commitment:** 3 hours a month
- **Meeting Cadence:** 4 meetings a year

AIA-ALNNJ Membership Committee

- **Charge:** Do you want to brainstorm member initiatives? To celebrate their milestones, foster young architect programs, and to welcome them to the League? This is the committee for you
- **Time Commitment:** 1-3 hours a month
- **Meeting Cadence:** 4 meetings a year

AIA-ALNNJ Programs & Events Committee

- **Charge:** Assist with the planning of monthly membership meetings, including selection of venue, program, and seating out a speaker. Want to develop great programs for the members, this is the spot for you.
- **Time Commitment:** 3 hours a month
- **Meeting Cadence:** 1 per month



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Architects League of Northern New Jersey

AIA-ALNNJ Public Affairs Committee

- **Charge:** Assist with the planning of monthly membership meetings, including selection of venue, program, and seating out a speaker. Want to develop great programs for the members, this is the spot for you.
- **Time Commitment:** 3 hours a month
- **Meeting Cadence:** 1 per month

AIA-ALNNJ Community Outreach Committee

- **Charge:** Establish and maintain programs, events, and initiatives with a focus on public and community outreach. Want to develop the next Bark Architecture, CanStruction, or architecture exhibit, this is the committee for you.
- **Time Commitment:** 1-3 hours a month
- **Meeting Cadence:** 1 per month

2027 AIA-ALNNJ Trustees

Trustee: Interested in learning how AIA-ALNNJ operates, leading the charge in deciding the path of the League, and representing the members.

- **Core Duties:** Attend AIA-ALNNJ Reorganization meeting in December before term officially starts, then attend monthly AIA-ALNNJ board meetings during term. Term Length: 1 year
- **Approximate Monthly time commitment:** 1-3 hours
- **Recommended experience:** none
- **Required experience:** This position does not require an architectural license.