November 15, 2018

NATIONAL AIA SMALL FIRM EXCHANGE - APPLICATIONS OPEN for REGIONAL REPRESENTATIVE

Are you an AIA Member in a small firm? Are you interested in the issues confronting architects practicing in a small firm environment? Would you like to help the National Small Firm Exchange address these issues? Then, you may be just the person we’re looking for.

The AIA Region of The Virginias (Virginia and West Virginia) has one representative to represent the Region on the Small Firm Exchange (SFx). Applications are now being accepted for the SFx 2019 – 2020 term as Virginias Regional Representative to the SFx.

This is a tremendous opportunity to take on a larger leadership role within the AIA. This rewarding experience will allow you to be actively engaged in shaping the future of the profession and to grow your network within the AIA both regionally and nationally.

If you think you may be interested, please read on. If you know of an AIA member who may be interested, please forward this information to them.

**SFx Mission**

The mission of the AIA Small Firm Exchange is to advance the mutual interests of architects practicing in small firms.

**SFx Objectives**

Objectives of the AIA Small Firm Round Table are three-fold.

(1) Advocate for small firms within the AIA and in outside organizations and agencies.

(2) Promote leadership in Small Firm professional development and practice; and

(3) Facilitate and support the local component round tables and small firm networks.

**SFx Overview**

The majority of architecture firms in the country are small firms with less than 20 staff members. The Regional Representative to the SFx works with counterparts across the country to identify and address issues confronting architecture practice in small firms. SFx representatives are responsible for gathering information about issues facing small firms and disseminating information about national/regional activities and resources for use at the local, state and regional level within their Regions.

SFx representatives are the key to AIA communications, connecting small firm leaders in their local, state and regional components to the national organization. SFx representatives also have the opportunity to work on various issues important to them and their regions through the SFx work groups. More information about the SFx can be found here:

[https://network.aia.org/smallfirmexchange/home](https://network.aia.org/smallfirmexchange/home)
Region of The Virginias

**SFx Responsibilities**

The SFx representative is the primary connection between local, state and regional AIA components and the National Small Firm Exchange (SFx).

The SFx representative keeps communication flowing by:
- Maintaining quarterly communication with all components within the designated region.
- Serving as a conduit between local, state and regional components and the SFx.
- Collecting from and disseminating information to local, state, and regional components.
- Submitting regional reports.

The SFx representative contributes to the direction and planning of the SFx by:
- Participating in the SFx Annual Meeting.
- Working on various national issues.
- Working on at least one group identified by the SFx annually.

The SFx representative connects at the regional level to other AIA groups by:
- Communicating with AIA Strategic Council (SC) Regional Representative and regional volunteers quarterly about how to work together to support each other’s efforts.
- Suggesting or encouraging other small firm architects for nomination to regional or national awards, positions or committees/subcommittees.
- Attending AIA National Conference, when possible.
- Working within the Region of The Virginias to ensure effective communication with regional leadership.
- Attendance at regional meetings.
- Applicants should discuss activities in the position with their AIA SC Regional Representative to fully understand the responsibilities prior to submitting an application.

**SFx Commitments**

**SFx Annual Events and Commitments**
- SFx Annual Meeting, Washington, DC (Mandatory)
- AIA Grassroots, Washington, DC
- AIA Conference on Architecture, Las Vegas, NV
- Architecture Exchange East Regional Conference, Richmond, VA
- SFx Full Monthly Conference Calls – 1 hour each TBD
- SFx Taskforce/Workgroup Conference Calls – 1 hour each/frequency TBD
- Regional Reports – written and distributed to all components in the region
- Attendance at Regional Meetings and Programs

**SFx Funding**

National AIA covers the costs for SFx representative travel, food, and lodging to attend the SFx Annual Meeting. In addition, SFx representatives have the opportunity to attend AIA Grassroots and the AIA Convention, but expenses for these events, along with any other costs associated with other travel or conferences, are the responsibility of the SFx representative.
Application Requirements

AIA Membership – Applicant must be an AIA member in good standing within The Region of The Virginias (the State Components AIA West Virginia and AIA Virginia, including AIA Blue Ridge, AIA Central Virginia, AIA Hampton Roads, AIA Northern Virginia, and AIA Richmond).

Firm Size – Preference will be given to applicants working in small firms. Historically, “small firms” have been defined more by their operating style (i.e., staff members wear many hats, take on many different daily responsibilities, etc.) than by strict application of staff size. The SFx Charter targets firms of 10 architect staff members, or less, but allows representatives working in larger firms, by exception.

Letter of Interest – From Applicant. Indicate understanding of the position, qualifications/experience, and reasons for seeking election. Limit one-page.

Letter of Nomination – From an AIA leader. Indicate connection between the SFx representative position and the Nominee’s leadership qualities. Limit one-page.

Letter of Recommendation – From an AIA member. Indicate Nominee’s qualifications for the SFx representative position. Limit one-page.

Personal Resume – Indicate education, employment history, organizations, activities, honors, and awards. Limit two pages (It is NOT in the applicant’s best interest to simply submit a firm resume with project experience).

Deadline

Completed applications must be submitted by email as a single PDF to Brian J. Frickie, AIA, Region of The Virginias Representative to AIA Strategic Council (bfrickie@kernsgroup.com) NLT Monday, December 17, 2018.

Selection Process

The Region’s nominating committee will review applications for appointment by the Region of The Virginias Representative to AIA Strategic Council in December 2018 and January 2019.