2020 AIA Component Calendar and Checklist

(Find details in Component Connect or Component Update. Italics indicate dates that are approximate or subject to change.)

FIRST QUARTER

☐ Reach out to non-renewing members personally to ask about their member experience. Suggest the Dues Payment Program or dues adjustment, if appropriate.

JANUARY

☐ January 1: New officers’ terms begin at most components
☐ January 3: Members who have not paid 2019 dues are terminated
☐ Early January: Application period opens for 2020 AIA Trust/CNA-Schinnerer Component Grants Program
☐ January: Reach out to new graduates and student influencers about the 18-month free membership program
☐ January 15: Deadline to pay for 2020 membership
☐ January 15: Deadline to apply for Diversity Recognition Program
☐ Late January: Application period opens for 2020 AIA Component Matching Scholarship Program
☐ January 20: Deadline to book hotel and register for Grassroots 2020

FEBRUARY

☐ February 18-20: Grassroots 2019 (New Orleans)
☐ Late February: AIA Resource Allocation payments for Q4 2019 sent to components

MARCH

☐ March 6: Deadline to send resolutions to AIA Secretary for AIA Conference
☐ March 31: Deadline to apply for 2020 AIA Trust/CNA-Schinnerer Component Grants Program
☐ March 31: Last day for members to pay 2020 dues
SECOND QUARTER

- Visit university career fairs and graduations to promote the new graduate 18-month free membership program.
- Audit of members for 2019 CES requirements begins. Check the audit list for your members who may need help earning their credits.

APRIL

- April 1: 25% off prorated dues promotion begins
- April 1: Renewing members who have not paid 2020 dues are lapsed
- April 3: Official AIA Conference delegate booklet posted online
- **Mid-April:** Deadline to apply for 2020 AIA Component Scholarship Program Grant
- **Mid-April:** Application period opens for AIA Component Grants for Emerging Professionals
- April 30: Deadline to Enroll in 2020 Dues Installment Program

MAY

- May 14–16: AIA Conference on Architecture (A’20) (Los Angeles)
- May 15: Deadline for 501(c)(6) nonprofits to file 2019 federal taxes with the IRS
- **Late May:** Deadline to apply for AIA Component Grants for Emerging Professionals
- **Late May:** AIA Resource Allocation payments for Q1 2020 sent to components
- **Late May:** 2021 Institute dues rates announced. Review your own dues rates and prepare to report 2021 rates to National.

JUNE

- June: Application period opens for AIA/Hanley Wood Opportunity Fund
- June 30: Dues Installment Program ends for 2020 cycle
THIRD QUARTER

☐ After the A’20 business meeting, amend your component bylaws if necessary. Send updated bylaws to AIA legal counsel for approval.

☐ Review your strategic plan to determine your major goals for 2021.

☐ Start preparing your 2021 component budget.

☐ Review your contracts and vendor agreements for need, effectiveness and value.

☐ Reach out to emerging professionals at local firms. Consider offering programs with AXP credit or networking events to engage them.

☐ Prepare for your fall election by finalizing recruitment of board leaders.

☐ If your state renews architect registrations in December, remind Architects to fulfill their CES requirements, and send them details of your upcoming CES events. If state renewal falls at another time of year, execute this reminder process 6 months ahead of that deadline.

JULY

☐ July 1: 50% off prorated dues promotion begins

☐ Early July: Application period opens for Honorary AIA, Fellowship, and other membership awards. Email honorsawards@aia.org with questions.

☐ July 8–10: State and Local Government Network Conference (formerly SGN) (Omaha, NE)

AUGUST

☐ August 1: Date of membership count for delegate apportionment and revenue share

☐ Early-mid August: CACE Annual Meeting (location TBD)

☐ Late August: AIA Resource Allocation payments for Q2 2020 sent to components

SEPTEMBER

☐ Mid-September: Deadline for entries for Honorary AIA, Kemper, Whitney, Collaborative, Associates, Thomas Jefferson, and Topaz Awards

☐ September 15: Deadline to report 2021 dues rates to AIA Member Support

☐ September 15: Early invoicing for 2021 dues begins

☐ September 30: Deadline for audited members to satisfy 2019 CES requirements
FOURTH QUARTER

☐ Before renewing insurance policies, review your exposure, limitations and premiums.
☐ If your design awards are digital, get national publicity by sharing winning entries with *AIA Architect*. If your program occurs earlier in the year, notify *AIA Architect* a month before your next awards presentation.

OCTOBER

☐ October 1: New and reinstating member 15-for-12 promotion begins (not applicable for renewals and lapsed members)
☐ October 1: 2021 Dues Installment Program begins
☐ October 6: Deadline to apply for Fellowship for Class of 2021

NOVEMBER

☐ Early November: National Call for Issues
☐ Late November: *AIA Resource Allocation payments for Q3 2020* sent to components

DECEMBER

☐ December 31: Deadline to add your 2021 Board officer roster to netFORUM
☐ December 31: Deadline to submit report for 2020 Component Scholarship Program
☐ December 31: Members under CES audit who have not accrued sufficient credits for 2019 are terminated.