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# 2019 CALL FOR NOMINATIONS

**AIA TRUSTEE POSITION: January 1, 2020 – December 31, 2024**

**DEADLINE: JUNE 28, 2019**

## **AIA TRUST STATEMENT OF PURPOSE**

It shall be the purpose and the policy of The AIA Trust to develop and make available at the greatest possible value, insurance and benefit programs for members and components of the American Institute of Architects; and to serve as a risk management resource for the practice of Architecture in cooperation with the Institute.

## **GOALS OF THE TRUST**

1. Identify & address current and future AIA member and component needs for benefit programs.
2. Offer risk management tools to enhance members' architecture practices.
3. Be recognized as a valuable risk management resource and benefits provider within the Institute.
4. Remain financially stable.

# AIA TRUST FAQs

## **What is the AIA Trust?**

The AIA Trust was established in 1952 by the American Institute of Architects. It is a separate entity from the Institute and operates independently, reporting to the President of the Institute. The primary purpose of the Trust is to provide quality benefits to members of the AIA. It is a separate entity primarily to assure that the benefit programs benefit the subscribers to the programs and is not a financial resource for the AIA.

## **What does the AIA Trust do?**

As benefit providers, the Trust is charged with developing insurance and benefit programs for the members of the American Institute of Architects.

## **How many Trustees are there?**

There are seven Trustees, six of whom are AIA members plus one representative of CACE.

## **Is there staff support?**

Yes. The Trust has an Executive Director who is selected by the Trustees. Because the number of programs and activities of the Trust have grown, the Trust also has an assistant to aid the efforts of the Executive Director. The Executive Director conducts the daily business of the Trust and facilitates the long-range planning, as directed by the Trustees.

## **What other support is there?**

The Trust employs various consultants to assist them in managing the Trust programs. These consultants advise the Trustees and work with Trust staff. Consultants include legal counsel, financial advisors, and insurance experts. Trust staff also work with experts to author white papers as well as outside design & graphics contractors and others as needed. The Trust works closely with its program administrators as well.

## **Are the Trustees insured or bonded?**

Yes. As with other voluntary boards, the Trustees are protected by AIA's directors & officers insurance. The Trust also carries fiduciary liability insurance because of the role of the Trust in the administration of employee benefit plans.

## **How are the Trustees selected?**

Following an initial screening of potential candidates and recommendations by the Trustees, new Trustees are appointed by the President of the AIA. There is no prerequisite for selection other than that of a quality professional reputation and an interest to serve and provide benefits to the members of the AIA. Prior leadership experience within the AIA, such as service on the board or at the local level, is preferred. The Trust strives to maintain a diverse board, with a demographic and geographical mix as well as a mix of business sizes.

## **How long is the term of service?**

5 years.

### **Do the Trustees need to have a background in the insurance business?**

No. Experience in an architectural business environment is the most helpful to understand the insurance needs of the profession. Trustees are encouraged to participate in at least one AIA Trust program.

### **What is a Trustee expected to do?**

A Trustee is expected to attend three annual AIA Trust board meetings each year. The purpose of these meetings is to review current programs and evaluate their effectiveness to ensure they are meeting the needs of the members. New programs are frequently considered and added to the portfolio of benefits when deemed desirable.

Trustees are expected to review meeting materials in advance of the meetings and fully participate in them. Their responsibility lies in ensuring the financial stability and quality of service of all programs offered to AIA members. In carrying out this duty, they must consider the appropriateness of the program, as well as the financial stability, marketing and service capabilities of the provider.

In addition, there are several committees of the AIA Trust that convene via conference call and email as needed. Committee membership is rotated among Trustees throughout the tenure of one's term. The Planning Committee has scheduled conference calls to review and discuss the life and welfare plans as needed, annual goal setting, as well as serve as a nominations committee. Two other committees may convene on an ad hoc basis depending on current issues; these are the Professional Liability Program and the New Products/Marketing committees.

Each Trustee is expected to nominate at least one interested and qualified candidate each year since there is at least one vacancy annually through rotation.

Research into available programs, member service and expectations, and industry standards is conducted as needed by staff and consultants, evaluated by the Trustees to aid decision-making about existing and future programs.

### **How often does the AIA Trust meet and for what periods of time?**

The AIA Trust typically meets three times each year; one meeting may be virtual. Generally, at least one of these meetings is 1½ days each, or longer if needed and held at AIA Headquarters. The annual AIA Trust board meeting may be held outside of Washington, DC on the East Coast to minimize travel expenses for staff and consultants. This meeting lasts approximately 2 to 3 days, and may include some group activities such as local tours, depending on the location. Spouses are encouraged to attend the fall meeting.

### **Are Trustees reimbursed?**

As with all AIA-related voluntary services, Trustees are not compensated for their service. They are, however, reimbursed for all proper and actual expenses incurred in the performance of their duties as Trustees. Travel expenses for spouses and family members are not considered reimbursable expenses because of laws governing Trusts. Typically, sponsored meals and activities at the annual meeting include spouses/guest.

## **What are the programs administered by the AIA Trust?**

Trust programs are provided for members, their firms and firm employees, as well as their families. The insurance programs include:

- Professional Liability
- Business Owners insurance
- Cyber Liability insurance
- Personal and Business Disability
- Firm Disability coverage for employees, with optional short-term disability
- Individual short-term disability with maternity option
- Term Life, individual group-rated plans, including 10-year level
- Firm term life insurance coverage for employees
- Health Insurance exchange for small firms (2-person minimum)
- Accident
- Cancer Care
- Medicare Supplement
- Long Term care
- Automobile
- Homeowners, Tenant and Home Office
- Travel Assistance
- Trip Cancellation Insurance

There are several programs that are not insurance-related:

- AIA Member Retirement Plan
- Legal Information service

Other programs that can prove beneficial to the needs of the members of AIA will be added from time to time.

**theAIATrust.com**

# TRUSTEE RESPONSIBILITIES FOR THE AIA TRUST

Trustee. Each Trustee is nominated by a majority of Trustees and selected and approved by the AIA President to serve a five-year term on the Trust board. Some Trustees will be elected to assume officer duties in rotating positions of Secretary/Treasurer, Chair-Elect, Chair, as outlined by the AIA Trust Bylaws. Once elected to serve as Trust Secretary/Treasurer, the Trustee will ascend through the chairs unless s/he is unable to continue serving.

Trustees may be exposed to information which is confidential, privileged and/or proprietary in nature and are cautioned to demonstrate good judgment and care to avoid unauthorized or inadvertent disclosures. It is the policy of the AIA Trust that such information must be kept confidential both during and after volunteer service, including the return or destruction of materials containing privileged or confidential information at the end of each Trustee's term of service.

Official Trustee duties include but are not limited to:

1. Attend and participate in all meetings of the Board of Trustees and assigned Committee(s) as a voting member. Review all background information and meeting materials provided in advance of or during the meetings. Provide input into the negotiation and business arrangements and marketing plans for all Trust programs.
2. Participate in the review of current programs and evaluate their effectiveness in conjunction with Trust independent consultants and staff to ensure they meet the needs of AIA members. Periodically review/update program criteria and review Trust programs on a regular basis including RFP processes as appropriate. Consider new programs as proposed and if appropriate, add to the portfolio of benefits.
3. Serve as a member advocate in program design and the handling of inquiries and claims. Work to ensure the financial stability and quality of service of all programs offered to AIA members, employing consideration and vigilance of the appropriateness and performance of each program, as well as its financial stability, program marketing, and service performance. Participate in the annual and periodic review of the AIA Trust budget, set investment policy, and ensure optimal performance of AIA Trust financial investments.
4. Participate in one or several committees of the AIA Trust as assigned annually and that convene via conference call, reviewing pertinent materials in advance. Work with NSPE/PEPP and AIA Management as appropriate in coordinating PLI program review and contractual negotiations, revisions to criteria, and educational member programs.
5. Nominate at least one interested and qualified candidate for consideration as a future Trustee for each year of service on the AIA Trust to fill the annual vacancy/ies brought on by chair rotation.
6. Commission appropriate and necessary research into available programs, member service and expectations, and industry standards as needed to be evaluated in conjunction with outside consultants and staff to aid decision-making about existing and future programs.
7. Fulfill officer duties as Secretary/Treasurer, Chair-Elect, Chair, or other designee as elected or appointed by the Trustees.
8. Participate in selection/hiring process as needed when a vacancy for the AIA Trust Executive Director occurs, provide input to AIA Trust Chair to whom the director reports, and participate in an annual evaluation of AIA Trust consultants and decision to retain them.

# QUESTIONNAIRE FOR AIA TRUST CONSIDERATION 2020 AIA TRUSTEE POSITION

Note: You may attach supporting documentation, limited to a maximum of five pages total.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current title and position within Firm (or Component): \_\_\_\_\_

Firm (or Component) number of employees: \_\_\_\_ Number of architects on staff: \_\_\_\_

Please describe your experience or responsibility for determining employee benefits.

Please list any AIA leadership experience at the local, state, and/or national level, such as board service, elected positions, committee experience, leadership awards, etc.

Please list any community leadership experience, such as local community boards, service groups, etc.

Please describe your interest in serving as an AIA Trustee.

Name of Nominator or Trust Contact: \_\_\_\_\_

Please fax, mail, or email your completed questionnaire by June 28, 2019 to:  
AIA Trust Nominations Committee at EMAIL: [acasso@aia.org](mailto:acasso@aia.org) or FAX 202-626-7421  
Mailing Address: AIA Trust, 1735 New York Avenue, NW, Washington DC 20006