**Mission Statement**: To support and encourage young professionals in the field of architecture to obtain their license, become more involved with career development opportunities, and engage allied professionals through collaboration.

**Description:** The YAF is a subcommittee of the Pittsburgh chapter of the AIA, and as such is governed by all rules, charters, and by-laws of that parent group. The YAF is devoted to the needs and interests of emerging professionals, and is open to everyone – AIA membership is not required.

**Young Architect/ Young Professional**: Defined by the national YAF bylaws as an unregistered professional (“architectural intern”) or a registered professional within the first ten years of licensure.

**Advisory Committee**: The YAF is managed by an Advisory Committee consisting of 7-10 individuals, 4 of whom serve as active officers. The committee meets monthly to discuss current concerns of the committee, planning for upcoming events, and future initiatives that the YAF may (or may not) undertake.

**Recruitment of New Members**: Based on the definition of a young architect/ young professional (see above), the nature of involvement in the committee is understood to be finite. Prior to their departure, all officers are required to recruit at least one new member to join the YAF, and ideally eventually take their place on the committee.

**New Initiatives:** From time to time, ideas for new initiatives will be presented to the committee. In order to determine if YAF will pursue these new initiatives, these ideas will be put to a vote. Any new initiative that is not supported (through a majority vote) by the YAF committee will not be pursued by the YAF committee. The Chair will make the tie-breaking vote if required.

**Officers**: Typically limited to one-year terms. Nominations to be made at the November YAF Committee Meeting for terms beginning the following January. Past officers may serve additional terms in other positions as needed/ required by the committee, so long as no individual serves any more than four consecutive years as an officer of the Advisory Committee. The intent is to create a logical progression of leadership. If a young professional wishes to be more involved in YAF, they can and should serve on a subcommittee, The following year, that individual would advance to a subcommittee leadership role, followed by an officer position the following year.

Prerequisites: Must be AIA or Associate AIA
Must have at least one year of professional experience
Must serve at least one year on Advisory Committee
Must demonstrate commitment to YAF goals by supporting and helping to organize YAF and AIA events

**Definition of Officer Positions:**

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| **Chair** | (Minimum two years leadership experience on YAF committee/ subcommittee required)Lead YAF meetings and events: Serve as primary contact for YAFSteer committee in the best interests of YAF’s mission statementOrganize YAF goals for their annual term. Set metrics to measure success.Work with AIA board on joint initiatives (Mentor database etc..)Maintain contact with other affiliated organizations (ASLA, YC, etc…)Coordinate efforts of other chairs, in particular focus on marketing. Serve as main point of contact with AIA staff to ensure there is not overlap with events.Serve as Past Chair at conclusion of term as Chair |
| **Vice Chair** | Assist in Chair’s functionsAct as Chair in Chair’s absenceRepresent YAF at eventsServe as Chair at conclusion of term as Vice-ChairAdd blasts to YAF facebook pageWork with Chair to create new ideas for marketing the committee: Create flyer design etcEstablish/ maintain event planning and coordination: All event heads to coordinate with Coordinate funding raising efforts with AIA staff and TreasurerCoordinate event updates with AIA staff to be seen in eColumns or an eBlast |
|  **Treasurer** | Act as Vice-Chair in Vice-Chair’s absenceOrganize and maintain YAF funds and budget: Coordinate with Event HeadsMeet with AIA staff on a regular basis to go over fundsManage fundraising efforts: Create new fundraising ideas  |
|  **Secretary** | Record/ publish YAF Meeting Minutes with in 1 week of meeting dateMaintain YAF Facebook page and Google Calendar: Coordinate with Event HeadsWork with Chair to coordinate activities and events  |
| **Past Chair** | Maintain continuity by serving as adviser to Chair/ Vice ChairAdvise on interpretation of bylaws (as necessary)Represent YAF at eventsRecruit new members |
| **AIA Board Liaison**  | (Must be Associate AIA)Serve as liaison between YAF and AIA Board of DirectorsInform YAF of AIA Board’s activities/ decisions pertaining to YAF (and vice versa)Can (and should) be a shared responsibility of one of the other officers |
| **Event Heads**  | To coordinate event with AIA staff and Chair to avoid scheduling on or around an AIA eventCoordinate event information and invitations with Secretary Coordinate event cost with Treasurer Attend at least the 2 meetings prior to event to update committee on event progress as well as ask for volunteers |