

# Terms of Reference

## RAIC Emerging Practitioners / IRAC Relève Professionnelle

(Updated September 2016)



**1. Name:** RAIC Emerging Practitioners / IRAC Relève Professionnelle (RAIC EP/IRAC RP)

**2. Purpose:**

2.1. To strengthen the voice of and connect emerging practitioners across Canada in order to serve, inspire and advocate for their continued professional growth on the path to licensure.

2.2. RAIC EP will serve as a link and provide a sense of continuity in the professional development of emerging practitioners from students in an academic setting through to becoming licensed members of the architectural profession.

**3. Membership:**

3.1. Membership of the group includes all RAIC membership holding:

- a. Interns or Intern Architects
- b. Graduates
- c. Student Associates
- d. Syllabus Program Participants
- e. Recently Licensed Architects (up to ten years post-licensure)

**4. Goals:**

4.1. Advocating

- a. Provide advocacy and support around emerging practitioners related issues.
- b. Contribute to and advance the dialogue between emerging practitioners, professionals, educators and regulators.
- c. Provide recognition and accountability for emerging practitioners.

4.2. Networking

- a. Provide a forum for emerging practitioners to help one another, collaborate and share.
- b. Provide national networking opportunities for emerging practitioners.
- c. Explore opportunities to partner with similar architectural internship organizations internationally.

4.3. Educating

- a. Provide a single national resource for information, questions, and intern and other EP-related issues.
- b. Gather input on issues affecting EP-demographic and share nationally.

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### 5. Composition of RAIC EP steering committee:

5.1. RAIC EP steering committee positions will be elected by the overall RAIC EP membership (RAIC Intern Director as exception) with the RAIC Board of Directors ratifying these selections.

A national vote for the 6 elected positions will be cast via e-vote to all RAIC EP members. Nominations for each new position will be put forth by the steering committee. Additional nominations from the membership will be accepted, but will require the support of five additional RAIC EP members for the nomination to be added to the voting cards. Positions to be awarded at the RAIC EP Annual General Meeting at the RAIC Festival each year.

5.2. RAIC EP steering committee positions will be staggered yearly ensuring not more than one third of the positions are replaced each year.

### 5.3 Elected Steering Committee Positions:

- a. 3 Regional Intern Directors
  - Nominated & Elected by membership
  - 2 Year Term
  - Voting Position
  - Duties: Advocate for, represent and coordinate interns in their respective regions.
- b. 1 Student Director
  - Nominated & Elected by membership
  - 2 Year Term
  - Voting Position
  - Duties: Represent, advocate for and coordinate with architectural students across the country. Coordinate with CASA.
- c. 1 Syllabus Director
  - Nominated & Elected by membership
  - 2 Year Term
  - Voting Position
  - Duties: Represent, advocate and coordinate for syllabus students across the country. Should be in contact with regional associations and gather information and concerns regarding syllabus students.
- d. 1 Recently Licensed Architect Director
  - Nominated & Elected by membership
  - 2 Year Term
  - Voting Position
  - Duties: Represent, advocate and coordinate for recently licensed architects. Transitioning into mentorship role and aiding succession planning.
- e. 1 Director Representing Interns and Intern Architects
  - As Elected through RAIC Board Procedure
  - 3 Year Term
  - Voting Position

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- Duties: Intern representative on RAIC board. Will act as a liaison between the RAIC EP and the RAIC board, voicing the concerns of the RAIC at EP meetings as well as presenting EP information and proposals at RAIC meetings.
- f. 2 RAIC Board Liaisons
  - Appointed by RAIC Board
  - 2 Year Term
  - Non-Voting Position
  - Duties: Tasked with liaison, oversight, advice and coordination with RAIC Board.

### 5.4. Internal Steering Committee Positions (all volunteer basis)

These positions are assigned and distributed internally to elected steering committee members.

- a. *Chair*
  - a. Duties: run all meetings, prepare agendas, coordinate steering committee. Represent the organization when dealing with other organizations/events, oversees and manages meetings of members.
  - b. One year term
- b. *Vice-Chair*
  - a. Duties: support Chair and their duties and step in as necessary for Chair's role when unavailable. Record minutes of meetings, coordinate meeting dates and internal communications, maintain files and records of the RAIC EP.
  - b. One year term
- c. *RAIC Intern Director*
  - a. Duties: report and advise between RAIC EP and RAIC Board of Directors. Oversee RAIC EP work in relation to the RAIC vision, mission and values.
  - b. Three year term as per RAIC position
- d. *Resources*
  - a. Duties: manage and direct resource sharing and educational opportunities.
  - b. One year term
- e. *Events & Competitions*
  - a. Duties: manage and direct events and competitions as run by the RAIC EP.
  - b. One year term
- f. *External Communications*
  - a. Duties: manage and direct external marketing plan and content creation for outreach and promotion
  - b. One year term
- g. *Media*
  - a. Duties: manage media content including website and social media
  - b. One year term

## 6. Authority and Resources:

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- 6.1. The RAIC EP steering committee will guide the work of the RAIC EP with the RAIC Director of Intern Architects coordinating between RAIC staff and overseeing the work. Two RAIC Board Directors will be tasked with advisement, oversight and coordination.
- 6.2. The RAIC will provide access to RAIC resources including website hosting, conference calls, support in fundraising, promotion and outreach.
- 6.3. The RAIC will provide annual allocations based on the received RAIC EP annual report outlining forecasted workplan and budget as agreed upon by RAIC Board of Directors.
- 6.4. The RAIC EP will ensure that any policy positions are appropriately recommended to and reviewed by the RAIC Board.

#### **7. Operation of the RAIC EP:**

##### 7.1. Meetings

- a. Shall be regularly scheduled conference calls as decided upon by RAIC EP steering committee at annual meeting not to exceed 2 hours.
- b. RAIC EP annual meeting to take place at RAIC Festival annually
- c. Agendas to be created by chair of RAIC EP with input for agenda items sent prior to meeting
- d. Meetings to follow RAIC By-Laws, only as required to allow meeting to flow efficiently.
- e. Decisions shall follow voting procedure with majority of steering committee required to move forward.

7.2. RAIC EP work shall generally be conducted by means of email, fax and telephone conference call. Work shall be coordinated by the RAIC EP steering committee.

7.3. RAIC approval as needed and required for initiatives based on RAIC Board Liaisons recommendations.

#### **8. Amendments of the Terms of Reference:**

8.1. Amendments to the Terms of Reference shall be made in conjunction with the RAIC EP steering committee and the RAIC Board of Directors.