



Position Description: Vice President of CA CACE

The Vice President of California CACE (Council of Architectural Component Executives) within the AIA California Executive Committee serves as a crucial liaison between the state organization and local chapters. This role involves active participation in shaping policies and initiatives that impact architectural practice across California

Key Responsibilities

- **Strategic Leadership & Visioning:** Shape long-term strategy for AIA California and the profession, identifying emerging opportunities and risks. As a member of the Executive Committee
 - Makes decisions within delegated authority when action is needed between Board meetings or when the Board has specifically delegated authority.
 - Provides leadership on emerging issues, particularly where timely action is needed.
 - Reviews and advance recommendations coming from committees, staff, and other governance bodies.
 - Helps ensure accountability for Board-approved goals, including strategic and operational priorities.
 - **Policy Oversight:** Guide the development, refinement, and implementation of policies that advance the organization's mission and adapt to changing professional and societal contexts.
 - **Advocacy:** Advocate for the interests of local chapters within the Executive Committee, ensuring their perspectives are considered in state-level decisions; identify opportunities for CA CACE to engage with CRC.
 - **Support and Resources:** Provide information, support and resources to local chapters, assisting them in achieving their goals and addressing challenges they may face.
 - **Communication and Engagement:** Responsible two-way communication with CA CACE members to facilitate engagement with chapter leaders regarding CA Board actions, decisions and two-way dialogue with California Representative Council (CRC).
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Term & Time Commitment

- **Term Length:** 2-year term
- **Meetings:** Approximately 6–8 meetings of the Executive Committee, 4–6 board meetings (in person and virtual), monthly CA CACE meetings and ad-hoc meetings as needed
- **Time:** Estimated 8–10 hours per month, depending on issues and engagement level

Ideal Qualifications

- Member of California Council of Architectural Component Executives (CA CACE)
 - Demonstrated leadership within AIA components
 - Commitment to advancing the mission of AIA California
 - Ability to collaborate and contribute in a constructive, mission-driven manner
 - Understanding of the architectural practice landscape in California
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Key Qualities of Ideal Candidates

1. Stewardship – Protects the organization and its resources.
 2. Judgment – Knows what deserves attention and what doesn't.
 3. Financial & governance literacy – Understands the responsibilities behind the title.
 4. Courageous curiosity – Will ask the uncomfortable question respectfully.
 5. Reliability – Does what they say they will do and provides continuity for the organization.
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What You'll Gain Through Service

- **Statewide leadership experience.** Provides the opportunity to move beyond managing the needs of one chapter and help shape how the entire AIA California network works together, shares resources, and delivers value to members.
- **Influence on statewide strategy.** Bring the local component executive perspective into AIA CA priorities, initiatives, and strategic decisions.
- **Broader view of the profession.** Understand how advocacy, practice, education, climate, communications, and member engagement connect across California.
- **Stronger relationships across components.** Build relationships with chapter executives and leaders throughout the state.
- **Experience building alignment.** Develop skills in finding common ground among components with different sizes, resources, geographies, and needs.
- **Expanded professional network.** Connect with statewide and national AIA leaders, architects, volunteers, policymakers, and professional partners.
- **Governance experience.** Gain firsthand experience with strategic oversight, policy development, fiduciary responsibilities, and organizational governance.
- **Leadership and consensus-building skills.** Learn to influence, facilitate difficult conversations, reconcile competing perspectives, and move priorities forward.
- **A stronger voice for components.** Ensure the practical realities of running local components inform statewide decisions.
- **Opportunity to share and scale best practices.** Identify successful programs, resources, and practices that can benefit components across California.
- **Greater impact on the member experience.** Help ensure statewide initiatives translate into meaningful value for members locally.
- **Professional visibility and credibility.** Demonstrate leadership at a statewide level and strengthen relationships within the profession.
- **Personal and professional growth.** Build confidence and experience operating at an executive and statewide level.