

2025 AIA SFX State Representative Position Description

The mission of the AIA Small Firm Exchange (SFX) is to advance the mutual interests of architects practicing in small firms. The objectives of the AIA SFX are three-fold:

1. Advocate the value of small firms, the national SFX, and local SFX groups, both within the AIA and to the public.
2. Curate and disseminate the most pertinent resources and information, from the AIA & elsewhere, that benefit small firms.
3. Inform the AIA of current issues facing small firms and areas in which current resources/information are lacking.

SFX State Representative body makeup

The body is made up of 53 AIA members who work in small firms, including representatives from each US state, Washington DC, and one international practitioner.

Leadership

The body is moderated by the SFX Chair.

Demographic conditions

- Must be an AIA member in good standing.
- Must be from a state not currently represented. Preference on location different from the current board member in their state, if applicable. [Refer to the website for a list of board members.]
- Must work in a firm with under 15 employees (ideally under 10 employees per AIA's definition of a small firm).
- Preference to women, ethnic minorities, and younger members, currently underrepresented.
- Preference to volunteers who help achieve a diversity of firm size, age, structure, and service area/project types.

Term: Two-year commitment, renewable once for up to four years total.

Timeline

- Open state rep positions identified in May-July for the following year.
- AIA components with open positions notified by August 1.
- Application accepted through the SFX portal until October 1 and forwarded to components for selection. (Some components handle selection internally. When in doubt, ask!)
- Notifications sent by December.
- Position term is January 1 - December 31.

Role of the State Representative

- Be a key conduit for information and support between small firms at AIA chapters within your state and the AIA national Small Firm Exchange.
- Provide constructive feedback on AIA national's progress in delivering value to small firm members.
- Serve as ambassador for small firm engagement within your state.

Activities of State Representative

- This position will require 4-6 hours of your time and participation in one 1-hour call each month.
 - This "all-call" is held to learn about AIA resources, hear from external subject matter experts, and to provide a platform to ask practice-related questions.
This call allows reps to understand the scope of the AIA and what's currently happening. This is also when reps will be able to alert the board to anything of importance from your specific state or local chapters.
- Serve as a liaison to the state chapter, local chapters, and local SFX (or similar) groups in that area.
 - Build relationships with state and local leaders i.e. component staff, board leadership, local SFX chapter/group leaders.
 - Inform state and local leaders of small firm resources.
 - Collect and share small firm needs and concerns with the SFX board.
 - Distribute monthly newsletters/content within your state.
 - Give the SFX presentation to state's chapters (in-person or virtually) and collaborate with SFX Board members to give presentations at state and regional conferences.
- Support SFX communication efforts. (SFX has a social media presence on [Instagram](#), [Facebook](#))
- Provide feedback via short surveys approximately 10 times per year.
- Participate in a 2-hour virtual orientation and planning meeting in January.
- Participate in in-person events at AIA Conference, if possible.

Ready to apply? [Go to the 2025 State Rep Application](#)

If you have any questions or would like to recommend someone, please contact: kathleenmccormick@aia.org.