



**Guidelines
for
Professional Interest Areas
of the
Royal Architectural Institute of Canada**

June 27, 2005

Mission of the RAIC

The RAIC is the voice for Architecture and its practice in Canada. It provides the national framework for the development and recognition of architectural excellence.

Purpose of a Professional Interest Areas

Professional Interest Areas (PIAs) are to support the overall mission of the RAIC and in particular *the development and recognition of architectural excellence*.

PIAs are intended to create forums and opportunities for collecting and disseminating information and conducting research on a particular topic by an RAIC member with a professional interest in the topic. Membership in a PIA shall be restricted to RAIC members or RAIC affiliates. PIAs may define a market audience or specialty of architectural practice.

It is expected that the PIAs will provide architects and others with information through the following methods:

- RAIC Website (with appropriate additional links)
- Professional Development courses
- Workshops, Forums and Conferences
- Publications such as research papers and Practice Builders

History of Similar Groups at the RAIC

From time to time there have been similar initiatives within the RAIC. There have existed the following groups in recent years:

- Academy for Healthcare Architecture
- Justice Architecture Advisory Group
- Urban Design Group
- Public Sector Architects
- Sustainable Buildings Canada Committee

The Sustainable Buildings Canada Committee (SBCC) was so large and successful that it was transformed into a new organization, the Canada Green Building Council.

Business Case

It is assumed that the development and operation of a Professional Interest Area shall be driven by “grassroots” support from the RAIC membership. Once sufficient interest and a critical mass of supporters and funds are established, the PIA may make a request to the RAIC Board of Directors for staff support from the RAIC National office.

In order to establish a PIA the following steps should be undertaken:

1. Identify at least 10 RAIC members interested in participating in the PIA
2. Submit a letter of support signed by the 10 members to the RAIC President
3. Prepare a Business Case and a budget for the annual operation of the PIA
4. Business Case shall include the following:
 - Name of the PIA
 - Mission Statement or Purpose of the PIA
 - Primary projects and / or methods of disseminating information

- Governance of the PIA
 - Proposed activities of the PIA
5. The RAIC Board of Directors shall approve the Business Case and the annual budget of each PIA.
 6. Upon approval by the Board, the PIA shall undertake activities as stated in its Business Case and annual budget.

Budgeting and Funding

In order to ensure the success of the PIA the follow services from the RAIC National Office can be provided for assistance in revenue generation and operations of the PIA:

- General accounting and bookkeeping services
- Establishment of reserve accounts for the PIA
- Assistance with grants and other funding applications
- Preparing invoices and special dues for PIA members
- Preparing invoices to sponsors and other supporters

Operational Assistance by National Office

Upon approval of the Board of Directors, and in coordination with the Executive Director and staff dedicated to the PIA, the following services can be provided (depending on staff availability) to the PIA:

- Website posting
- Logistics and arrangements for meetings, teleconference, workshops and professional development sessions
- design and production of documents and other publications (electronic or paper copy)
- Distribution and sale of practice documents and other products
- Collecting fees and conference revenues.

Governance

It is proposed that PIAs be governed by a steering committee of up to five members who would serve terms ranging from 3-5 years. There should be a balanced representation including architects from the public and private sector, as well as users and owners in the specific professional area.

The PIA Steering Committee will operate as an autonomous body within the RAIC Framework; however the PIA shall report annually to the RAIC Board and prepare annual budgets for approval.