

August 21, 2026

To: AIA Northeast Illinois Members
From: Matt Bickel, AIA
AIA Northeast Illinois President

AIA Northeast Illinois 2026 Call for Nominations

This memorandum serves as the Call for Nominations for open positions on the AIA Northeast Illinois Board of Directors for terms starting in 2027. On August 21, 2026, AIA Northeast Illinois will begin to accept nominations. The deadline for nominations is Wednesday, September 30, 2026. This memorandum provides additional information and descriptions of the open positions on the Board of Directors for 2027. The election will be held in the fall of 2026 at the AIA Northeast Illinois Annual Meeting.

<u>Open Positions</u>	<u>Number of Positions Open</u>	<u>Term</u>
Treasurer	1	2027 – 2029
Secretary	1	2027 – 2029
Director	3	2027 – 2029
Director	3	2027 – 2030
Associate Director	1	2027 – 2029

Nomination Requirements and Elections (All Positions)

- Nominees must be an AIA member in good standing and be able to attend all regularly scheduled meetings during the term of office.
- The elections will occur at the AIA Northeast Illinois Annual Meeting in the fall of 2026.

Candidates Must provide (All Positions)

- A letter of interest regarding the position they are interested in. The letter should include a short statement of philosophy expressing the candidate's goals and objectives for serving in this office.
- Completed nomination form.
- A resume or biography summarizing candidate's background, including education, professional history and service to the profession that can be emailed to the AIA Northeast Illinois Executive Director, Becky Gilbert, bgilbert@aianeil.org.

AIA Northeast Illinois Open Elected Positions

Expectations for all board members:

- Read and comprehend the bylaws.
- Attend the Board Retreat in December 2026 (date and time TBD)
- Attend and participate in monthly Board meetings.
- Monitor finances, review and update the organization's operational and strategic plans, help establish and support the organization's policies, and give support and counsel to its programs and initiatives.
- Attend and support AIA Northeast Illinois (Chapter) meetings, initiatives, or sponsored programs where appropriate, and to represent the organization to Chapter Membership and the public at large.
- Chair or actively participate in at least one Chapter committee, knowledge community or task force.
- Support membership growth and the sponsorship program by soliciting new members and sponsors.
- Comply with the Chapter's Conflict of Interest Policy

Treasurer

The Treasurer. The Treasurer shall have charge and shall exercise general supervision of the financial affairs and keep the records and books of account of this Chapter; prepare the budgets, collect amounts due this Chapter, and give receipts for and have the custody of its funds and monies and make all disbursements of funds; have custody of its securities and of its instruments and papers involving finances and financial commitments; conduct the correspondence relating to the office; and perform all duties usual and incidental to the office.

Reports. The Treasurer shall make a written report to each annual meeting of this Chapter and a written report to each regular meeting of the Board of Directors. Each of the said reports shall set forth the financial condition of this Chapter, and its income and expenditure for the period of the report and the Treasurer's recommendations on matters relating to the finances and general welfare of this Chapter.

Delegation of Authority. The Treasurer shall not authorize any person to sign any order, statement, agreement, check or other financial instrument of this Chapter that requires the signature of the Treasurer, unless such delegation is expressly permitted in these Bylaws. The Treasurer may delegate to an assistant treasurer or other assistant employed by this Chapter the actual performance of any or all duties as Treasurer but shall not delegate responsibility for the property of this Chapter, or the signing of any document requiring the signature of the Treasurer.

Liability. The Treasurer shall not be personally liable for any loss of money or funds of this Chapter or for any decrease in the capital, surplus, income, or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the office.

Term. The term of the treasurer is two (2) years.

Secretary

The Secretary. The Secretary shall act as the recording and corresponding secretary of the Chapter and the Board of Directors, and shall attend all their meetings and keep minutes of the proceedings; have custody of and shall safeguard and keep in good order all property of this Chapter, except property that is placed under the charge of the Treasurer; issue all notices of this Chapter; keep its membership roll; sign all instruments and matters that require the attestation or approval of this Chapter, except as otherwise provided in these Bylaws; keep its seal, and affix it on such instruments as require it; prepare the reports of the Board of Directors and this Chapter; in collaboration with the President, have charge of all matters pertaining to the meetings of this Chapter; and shall perform all other duties usual and incidental to the office.

Reports. The Secretary shall furnish the Institute, the Regional Organization and the State Organization with such reports as may be required from time to time and at least annually shall furnish the Secretary of each of those organizations with the names and addresses of all officers (and directors) of this Chapter and report changes in the membership as may be required to keep the records of those organizations up-to-date and complete.

Delegation of Authority. The Secretary may delegate to an assistant secretary or other assistant employed by this Chapter the actual performance of any or all duties as recording or corresponding secretary, but shall not delegate responsibility for the property of this Chapter, or the making of any attestation or certification required to be given by the Secretary, or the signing of any document requiring the signature of the Secretary.

Term. The term of secretary is two (2) years.

Current Officer: Josh Kasper, AIA

Directors

Directors. Directors are voting members of the AIA Northeast Illinois Board of Directors, responsible for strategic direction and fiduciary oversight. The Director should be committed to supporting the organization and be an enthusiastic team player. The Director will help shape the strategic vision for AIA NEI and work with other board members and staff to help set the scope of the activities of the organization.

Term. Each director shall serve a term of (2) two years or (3) three years or until a successor has qualified. If there are open director positions where a director has vacated their position prior to completing their full term, those positions can be filled until the original term is completed.

Current Directors

- William Sindelar (1/1/2025 – 12/31/2027)
- Josh Fowler (1/1/2026 – 12/31/2027)

Associate Director

Associate Director is a voting member of the AIA Northeast Illinois Board of Directors, responsible for strategic direction and fiduciary oversight. The Associate Director should be committed to supporting the organization and be an enthusiastic team player. The Director will help shape the strategic vision for AIA NEI and work with other board members and staff to help set the scope of the activities of the organization.

Term. The Associate Director shall serve a term of (2) two years or until a successor has qualified.

Current Associate Director

- John Svast, Assoc. AIA (1/1/2025 – 12/31/2026)

Sincerely,

Matt Bickel, AIA