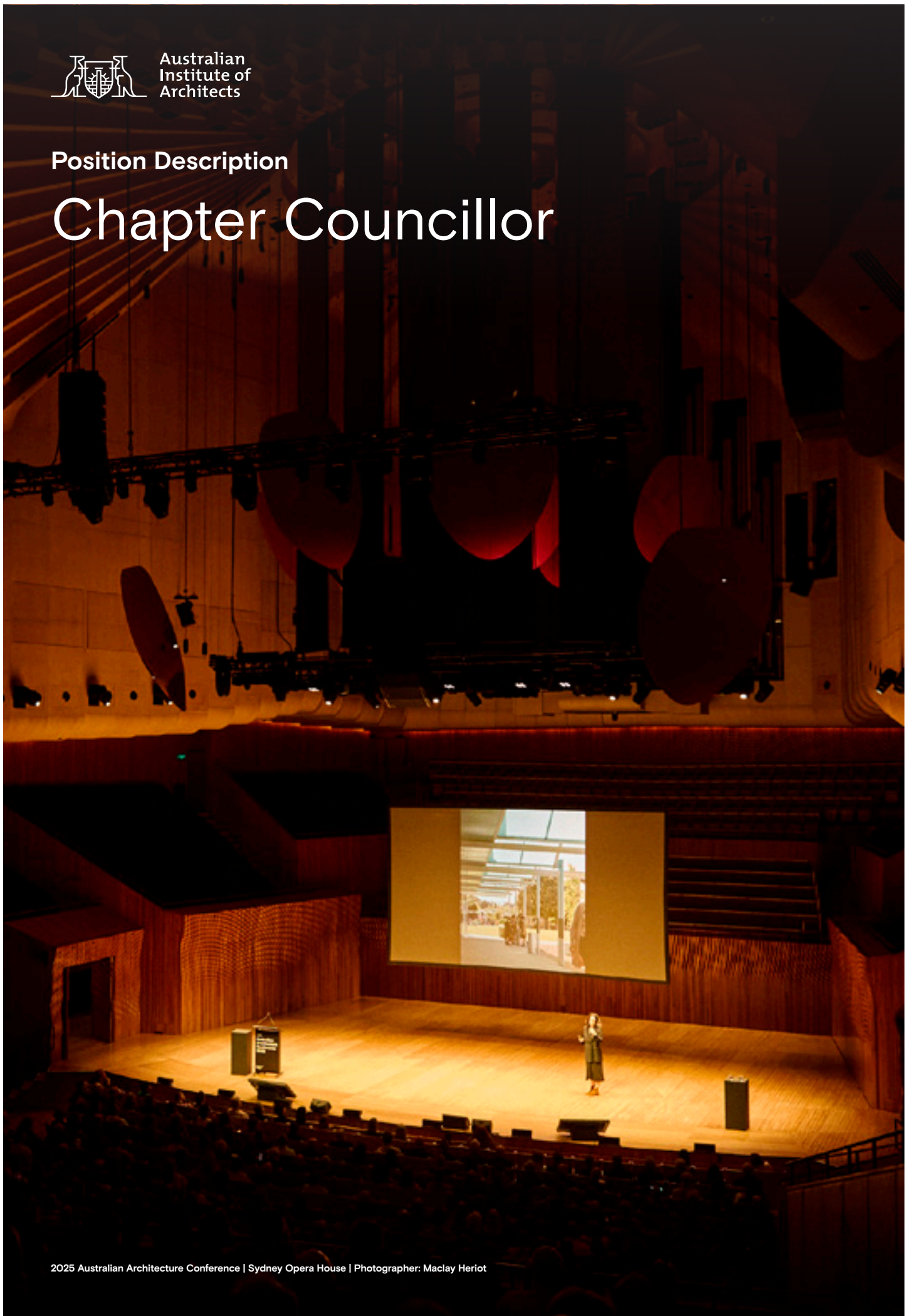




Australian  
Institute of  
Architects

Position Description

# Chapter Councillor



# Position Description

## Chapter Councillor

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### Where architects belong

We represent over 14,000 members globally, committed to raising design standards and positively shaping the places where we live, work and meet. We operate through a National Office and State and Territory Chapters, governed by a Board of Directors and supported by the National Council. The Institute promotes high-quality design, and sustainability, and supports architects through advocacy and professional development.

Our governance framework seeks to facilitate effective leadership through policy development and provision of strategic directions.

#### Our values

- **One Community** – embracing diversity and open communication
- **Innovation** – demonstrating leadership with courage and creativity
- **Accountability** – acting with integrity, responsibility and sustainability
- **Respect** – relating with empathy and recognition for effort
- **Collaboration** – working together, with trust and transparency

### A role with purpose

Join the Chapter Council and help shape the future of architecture in your state or territory. Chapter Councillors are part of a powerful network driving advocacy, equity, design excellence and leadership in the built environment.

A Chapter Councillor provides local leadership and advocacy, representing member interests at Chapter level while supporting the Chapter Council in developing and implementing initiatives aligned with the Institute's agreed national direction.

#### Primary Objectives:

- Support the Chapter President to develop and implement local advocacy positions
- Provide input into Chapter Council activities and the top five priorities for Chapter Council
- Support member engagement and Chapter member groups
- Interface with members, allied local organisations and Chapter Committees
- Act in the interests of the Institute and specifically those interests of the Chapter

#### This role requires close collaboration with:

- Chapter President
- Fellow Chapter Councillors
- Committee members and working groups
- Member Segment Representatives (eg. SONA, EmAGN, Education)
- Institute members and Chapter staff
- Relevant industry partners

# Position Description

## Chapter Councillor

|              |                                                                                                                                                                                                                                            |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position     | Chapter Councillor                                                                                                                                                                                                                         |
| Date         | June 2025                                                                                                                                                                                                                                  |
| Division     | Chapters                                                                                                                                                                                                                                   |
| Location     | Chapter                                                                                                                                                                                                                                    |
| Remuneration | Nil                                                                                                                                                                                                                                        |
| Expectation  | <ul style="list-style-type: none"><li>Attendance at, and preparation for, formal and informal Chapter Council Meetings</li><li>Help drive committee agendas and the delivery of KPIs</li><li>Chair/attend 1 x chapter committees</li></ul> |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What you'll be doing                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Chapter council membership and contributions | <ul style="list-style-type: none"><li>Actively participate in the Chapter Council activities, meetings, events and activities with the Chapter President, staff and fellow councillors</li><li>Contribute to the development of evidence-based local advocacy positions that align with national policy frameworks while addressing specific state/territory needs</li><li>Monitor and analyse industry developments, providing insights to Chapter Council and Committees</li><li>Support specific member segment interests (eg. SONA, EmAGN, Education, Heritage) through targeted initiatives and representation</li><li>Be a member of at least one of the Institute Committees, working groups or task forces, and facilitate effective reciprocal communication with the Chapter Council</li></ul> |
| Member engagement and support                | <ul style="list-style-type: none"><li>Foster an active member community through networking and knowledge-sharing initiatives</li><li>Lead or actively participate in at least one Chapter Committee aligned with national committees</li><li>Target and work to recruit new members to the Chapter and their committees</li><li>Seek input and feedback from members and share relevant information with the Chapter Council</li><li>Lead by example, showing professionalism and respect as a member of RAIA</li><li>Follow all applicable policies, procedures, and management instructions as they exist from time to time</li><li>Meet WHS obligations and responsibilities</li></ul>                                                                                                                |
| Advisory support                             | <ul style="list-style-type: none"><li>Provide feedback and recommendations to Chapter Council</li><li>Support governance effectiveness through reporting and evaluation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# Position Description

## Chapter Councillor

Eligibility

- Be a current financial member of RAIA and reside/work in the relevant Chapter location
- Be a voting Member or graduate Member and nominated by Voting Members and Graduate Members
- Interest in and/or experience serving on an RAIA Chapter Council or similar
- Must adhere to the RAIA Policies, Codes and By-laws
- Elected Member Eligibility Declaration completion

The skills you bring

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|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emotional intelligence | <ul style="list-style-type: none"><li>• Demonstrates self-awareness and effective self-regulation in professional interactions, managing own emotions and responses appropriately in varying situations</li><li>• Shows empathy and understanding towards others’ perspectives, actively listening, and responding with sensitivity to different communication styles and needs</li><li>• Builds and maintains meaningful professional relationships through effective social skills, fostering trust and collaboration across all levels of the organisation</li><li>• Uses emotional intelligence to motivate others, create inclusive environments, and contribute to a positive organisational culture</li></ul> |
| Industry knowledge     | <ul style="list-style-type: none"><li>• Understands architectural practice, including professional standards, and industry trends and practices</li><li>• Demonstrates familiarity with key stakeholders in the architecture, including regulatory bodies, educational institutions, and allied professions</li><li>• Understands the challenges and opportunities facing the architectural profession, such as technological advancements, climate change adaptation, and urban planning issues</li><li>• Demonstrates awareness of the economic factors and their impact on architectural services</li></ul>                                                                                                       |
| Communication          | <ul style="list-style-type: none"><li>• Articulates complex concepts clearly to diverse audiences</li><li>• Tailors’ communication style to effectively engage various stakeholders</li><li>• Excels in both written and verbal communication</li><li>• Delivers compelling presentations and speeches</li><li>• Fosters open and transparent internal communication</li></ul>                                                                                                                                                                                                                                                                                                                                       |