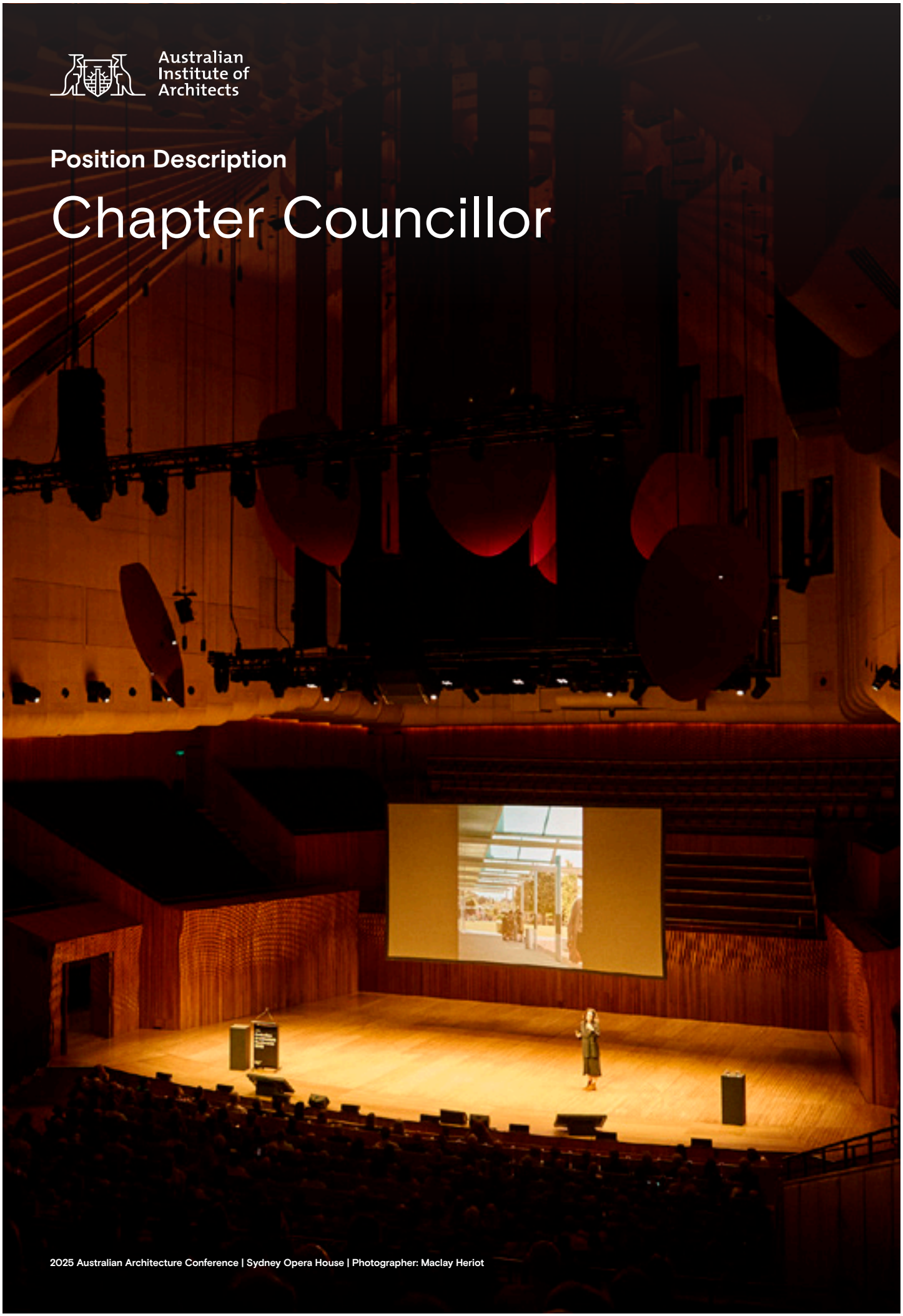
Australian Institute of Architects

Position Description

Chapter Councillor



2025 Australian Architecture Conference | Sydney Opera House | Photographer: Maclay Heriot

Position Description

Chapter Councillor

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

- **Integrity** – we act with honesty, accountability and transparency.
- **Curiosity** – we listen actively, seek diverse ideas and embrace learning and innovation.
- **Intention** – we focus on meaningful progress, delivering outcomes that advance our shared purpose and create value for our staff, members and communities.

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

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Position	Chapter Councillor
Date	June 2025
Division	Chapters
Location	Chapter
Remuneration	Nil
Expectation	• Attendance at, and preparation for, formal and informal Chapter Council Meetings • Help drive committee agendas and the delivery of KPIs • Chair/attend 1 x chapter committees

What you'll be doing	
Chapter council membership and contributions	• Actively participate in the Chapter Council activities, meetings, events and activities with the Chapter President, staff and fellow councillors • Contribute to the development of evidence-based local advocacy positions that align with national policy frameworks while addressing specific state/territory needs • Monitor and analyse industry developments, providing insights to Chapter Council and Committees • Support specific member segment interests (eg. SONA, EmAGN, Education, Heritage) through targeted initiatives and representation • 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
Member engagement and support	• Foster an active member community through networking and knowledge-sharing initiatives • Lead or actively participate in at least one Chapter Committee aligned with national committees • Target and work to recruit new members to the Chapter and their committees • Seek input and feedback from members and share relevant information with the Chapter Council • Lead by example, showing professionalism and respect as a member of RAIA • Follow all applicable policies, procedures, and management instructions as they exist from time to time • Meet WHS obligations and responsibilities
Advisory support	• Provide feedback and recommendations to Chapter Council • Support governance effectiveness through reporting and evaluation

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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	
Emotional intelligence	• Demonstrates self-awareness and effective self-regulation in professional interactions, managing own emotions and responses appropriately in varying situations • Shows empathy and understanding towards others' perspectives, actively listening, and responding with sensitivity to different communication styles and needs • Builds and maintains meaningful professional relationships through effective social skills, fostering trust and collaboration across all levels of the organisation • Uses emotional intelligence to motivate others, create inclusive environments, and contribute to a positive organisational culture
Industry knowledge	• Understands architectural practice, including professional standards, and industry trends and practices • Demonstrates familiarity with key stakeholders in the architecture, including regulatory bodies, educational institutions, and allied professions • Understands the challenges and opportunities facing the architectural profession, such as technological advancements, climate change adaptation, and urban planning issues • Demonstrates awareness of the economic factors and their impact on architectural services
Communication	• Articulates complex concepts clearly to diverse audiences • Tailors' communication style to effectively engage various stakeholders • Excels in both written and verbal communication • Delivers compelling presentations and speeches • Fosters open and transparent internal communication