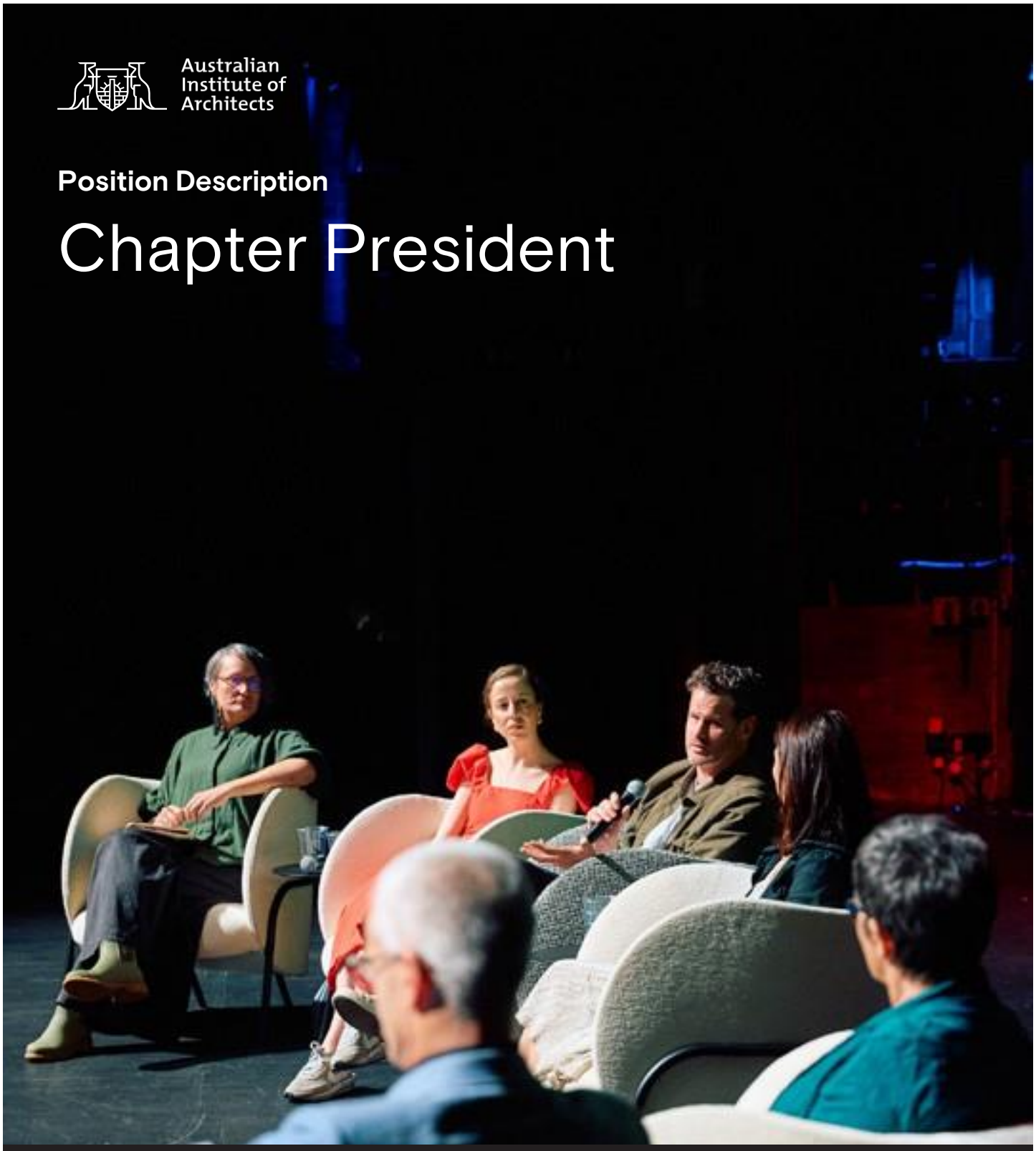
Australian Institute of Architects

Position Description

Chapter President



2025 Australian Architecture Conference | Seymour Centre | Photographer: Maclay Heriot

Position Description

Chapter President

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.

Strategic Priorities

The 2026 strategic priorities are:

- Provide exceptional educational experiences to inspire the continuous pursuit of architectural excellence.
- Amplify the voice of architects on key issues to help achieve member aspirations.
- Deliver meaningful and consistent awards that promote the profession and celebrate architecture.
- Drive local connection through relevant and engaging member experiences.

A role with purpose

The Chapter President leads a Chapter, chairs Chapter Council meetings, leads local events, and serves as the Chapters representative the National Council. The Chapter President acts with the knowledge and agreement of their Chapter Council, Chapter Executive Leader/Manager, staff and members to advance the profession's interests in their jurisdiction. The Chapter President represents the cross-section of their membership stakeholders, champions architectural excellence and professionalism, advocates for the profession, represents the Institute at events, and responds to local media requirements (in consultation with the Chapter staff). The President is the champion of Local Issues affecting members at National Council. Collectively, the Presidents constitute the Local Policy and Advocacy Stream within National Council. Chapter Presidents are not involved in the Chapter's operational matters, deferring to the Chapter Executive Leader/Manager in this regard.

Primary Objectives:

- Lead Chapter Council
- Champion the Institute's priority areas, vision and Strategy at National Council
- Foster meaningful engagement between members, stakeholders, and the broader community
- Advocate for the architectural profession and its contribution to society
- Work collaboratively with staff to achieve the Chapters yearly program
- Assist the Institute in delivering national events.
- Initiate and support local programs that provide improved services to members and appeal to new members
- Help grow the membership base

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This role requires close collaboration with:

- Chapter Councillors
- National Councillors
- Chapter Staff
- Chapter members
- Government organisations and officials
- Regulatory bodies
- Allied organisations in the Built Environment

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Chapter President

Position	Chapter President
Date	February 2026
Reporting to	National President
Division	Chapters
Location	Chapter
Remuneration	$15,000 President Stipend
Expectation	• Attendance at, and preparation for, formal and informal National Council Meetings • Attendance at, and preparation for, formal and informal Chapter Council Meetings • Help drive committee agendas and the delivery of KPI's • Report twice a year on status of Chapter Council

What you'll be doing	
Strategic leadership and governance	• Provide direction and leadership to the Chapter Council, ensuring alignment with RAIA's national objectives and priorities • Foster a culture of innovation, accountability, and excellence within the Chapter Council • Contribute to national policy development through active participation in National Council meetings • Identify the top five Chapter Priority areas with the Council and develop talking points for media liaison, promotion and member communications. • Attend formal and informal National Council meetings. • Chair formal and informal Chapter Council meetings and attend committee meetings if relevant • Work closely and in alignment with the Chapter EL/Chapter Manager and staff • Communicate with members, partners, media and other stakeholders, with awareness, knowledge and agreement from the Chapter EL/State Manager. • Respond promptly to requests from Chapter Staff to ensure that members support the business of the Chapter in a timely manner. • Comply with the Constitution, By-laws and regulations of RAIA and uphold these with members

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What you'll be doing	
Media engagement and industry liaison	• Act as the primary spokesperson for the Chapter in media engagements and public forums, working with the Chapter EL and Policy staff to craft and communicate approved messages • In conjunction with the EL, develop and maintain strong relationships with government officials, industry bodies, and key stakeholders • Lead advocacy efforts on critical issues affecting the architectural profession and built environment • Represent Institute endorsed member interests in regulatory and policy discussions
Member value and practice support	• Attend member events as a representative of RAIA. • Complete office bearer responsibilities in a professional manner • Drive committee engagement and initiatives with members to enhance member value and professional growth • Foster networking opportunities and relationships between experienced and emerging practitioners • Support professional communication channels between members and the Institute staff • Facilitate member input into and support of Chapter priorities and programs • Respond to member issues in accordance with Institute Policies and Procedures
National collaboration and knowledge sharing	• Facilitate collaborative initiatives between Chapter and National Council • Share Chapter insights and experiences to inform national strategy • Contribute to solution development for profession-wide challenges • Ensure effective two-way communication of National and Chapter Council decisions • Attend and actively participate in a minimum of four national council meetings per year including two face to face
Council leadership development	• Attract new council member and mentor and support these Councillors in their roles • Foster a culture of respectful dialogue and collaborative decision-making • Ensure effective succession planning for Council positions • Promote diverse representation in Council membership • Build Council capability through structured development • Meet WHS obligations and responsibilities

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Eligibility
• Must be a financial member of RAIA
• Reside or work in the relevant Chapter location
• Must be a Voting Member, Fellow, Life Fellow or Honorary Fellow of the Chapter
• Must adhere to the RAIA, Policies, Codes and By-laws
• Must complete the Elected Member Eligibility Declaration and related probity declaration
• Substantive or deep expertise (circa 5 years) in architectural practice leadership
• Previous experience serving on an RAIA Chapter Council or similar professional body is preferred
• Experience in policy advocacy or regulatory engagement ideal

The skills you bring	
Stakeholder management	• Builds and maintains strong relationships with diverse stakeholders, including members, government officials, industry partners, and community leaders • Effectively balances and prioritises the needs and expectations of various stakeholder groups, ensuring alignment with the Institute's mission and goals • Communicates persuasively and diplomatically across different platforms to influence stakeholders and gain support for key initiatives
Committee management	• Effectively chairs meetings – in person and online; provides opportunity for attendees to contribute; effectively managing time allocations • Manages meeting agendas • Prepares agendas and papers for effective meetings with EL • Promptly prepares or responds to meeting minutes and related papers
Communication	• Articulates complex concepts clearly to diverse audiences • Tailors communication style to effectively engage various stakeholders • Excels in both written and verbal communication • Effectively represents the Institute voice in media setting after seeking advice from members and staff as needed • Delivers compelling presentations and speeches • Fosters open and transparent internal communication

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The skills you bring	
Emotional intelligence	• Demonstrates self-awareness and effective self-regulation in professional interactions, managing own emotions and responses appropriately • 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 culture
Industry knowledge and connections	• 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