

September 5, 2025

To: AIA Northeast Illinois Members  
From: Alex Lopez, AIA  
AIA Northeast Illinois President

### **AIA Northeast Illinois 2025 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 2025. On September 5, 2025, AIA Northeast Illinois will begin to accept nominations. The deadline for nominations is 5:00 PM CT on October 10, 2025. This memorandum provides additional information and descriptions of the open positions on the Board of Directors for 2026. The election will be held in the fall of 2025 at the AIA Northeast Illinois Annual Meeting.

<b><u>Open Positions</u></b>	<b><u>Number of Positions Open</u></b>	<b><u>Term</u></b>
Secretary	1	2026 - 2028
Director	2	2026 - 2028
Director	2	2026 - 2029
Affiliate Director	1	2026 - 2028

#### **Nomination Requirements and Elections (All Positions)**

- Nominee 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 2025.

#### **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.
- Email the requested information to the AIA Northeast Illinois Executive Director, Becky Gilbert, [bgilbert@aianeil.org](mailto:bgilbert@aianeil.org).

## **AIA Northeast Illinois Open Elected Positions**

### **Expectations for all board members:**

- Read and comprehend the bylaws.
- Attend the Board Retreat.
- 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

### **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 the secretary is two (2) years.

Current Officer:     Habib Ansari, Assoc. 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:

Jonathan Tallman, AIA (2023 - 2026)

Christopher Lauriat (2025 – 2027)

Josh Kasper (2025 – 2027)

Chuck Ditchman (2025 – 2027)

William Sindelar (2025 – 2028)

## **Affiliate Director**

The Board selects one (1) nominee to serve as the Affiliate Director who is a non-voting member of the AIA Northeast Illinois Board of Directors, and supports the organization's strategic direction and operational plans and initiatives. The Director should be committed to supporting the organization and be an enthusiastic team player. The Affiliate 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 and comply with the Chapter's Conflict of Interest Policy.

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

Sincerely,

Alex Lopez, AIA