

**MEMORANDUM**

To: All Interested AIA Massachusetts (AIA MA) Members  
From: John Nunnari, Executive Director, AIA MA  
Date: 07/23/2025  
Re: Massachusetts Representative to AIA National State/Territory Associate Representative (STAR)

The National Associates Committee (NAC) is a member group of the American Institute of Architects (AIA) national organization. The category of Associate AIA membership is open to those who have a professional degree in architecture, work under the supervision of an architect, are enrolled in AXP, or are a faculty member in a university architecture program. All Associate AIA members are automatically represented by NAC and included in communications.

NAC's mission is to inspire the profession by promoting innovation, inclusiveness, and professional development while amplifying the voice of the Associate community within the Institute. The purpose of the NAC is to serve as a source of communication and representation on issues pertaining to Associate Members through the lens of Career Advancement.

NAC serves, supports, and advances the interests of all Associate members of the American Institute of Architects, both traditional and non-traditional. The NAC aspires to be a catalyst for progress within the Institute and the profession.

**Role of the STAR (State/Territory Associate Representative)**

- Be a key conduit for information and support between Associate AIA members of the three local components in Massachusetts – the Boston Society of Architects, AIA Central Massachusetts and AIA Western Massachusetts – and the NAC.
- Provide constructive feedback on AIA national's progress in delivering value to Associate AIA members.
- Serve as ambassador for Associate AIA engagement within Massachusetts.

**Activities of STAR**

- Every month this position will require 4-5 hours of your time and participation in up to two calls.
  - STAR's commit to one work group for the year, which includes varying amounts of personal time working on projects (1-4 hours estimated monthly), and attend a monthly 1-hour conference call to report on progress.
  - STAR's commit to attend a quarterly full-committee 1.5 hour call. These calls range in topic but are intended to help you learn about AIA resources and network with your peers. (*These calls will allow STAR's to understand the scope of the AIA and what's currently happening. This is also when reps will be able to alert the Advisory Committee (Ad Com) to anything of importance related to the NAC from AIA Massachusetts or it's three local components*)
- Serve as a liaison to the state board of AIA Massachusetts, the three local components, and local NAC (or similar) groups.
  - Build relationships with state and local component leaders i.e., component staff, board leadership, local NAC chapter/group leaders.
  - Inform state and local component leaders, as well as Associates, of AIA national activities and resources.

- Collect and share the needs and concerns of Associates AIA members in Massachusetts with the NAC Ad Com.
  - Disseminate pertinent communications to the Board of AIA MA, the three local components and peers.
- Provide feedback via short surveys approximately 4–5 times per year
- Complete virtual orientation materials upon acceptance.
- Participate in the NAC Annual Meeting (travel and lodging paid by AIA National) typically held in Q1.
- Participate in NAC sponsored events at the AIA Leadership Summit and AIA Conference, if possible.
- Participate in quarterly “AIA Leadership Exchange” calls with AIA National board members

### **STAR body makeup**

The body is made up of 53 Associate AIA members, including representatives from each US state, Puerto Rico, Washington DC, and one international associate.

**NOTE:** *AIA is a three-tier organization. NAC exists at the national level. Many, but not all, state chapters and local components have groups and/or committees that respond to the needs of Associate AIA members. These groups range in name and intent – Emerging Professionals, Emerging Architects, Young Architects Forum, etc. This is not to be confused with the national Young Architects Forum group and its (53) Young Architect Representatives (YARs), peers of the STARs.*

### **Leadership**

NAC is moderated by an Advisory Committee (Ad Com). The Ad Com members consist of the Chair, Vice Chair, (5) At-Large Directors, the Associate Representative on the AIA Strategic Council, the Associate Representative on the AIA Board of Directors, and a CACE Representative (chapter staff person). Each summer, the Ad Com places a call for candidates to fill open positions for the following year, to be determined by a Selection Committee.

### **Qualifications**

- Must be an AIA member in good standing.
- Must be unlicensed (Associate AIA member) at the time of selection.
- Must live and work in Massachusetts.
- Preference to women, ethnic minorities, and younger members, currently underrepresented.
- Preference to volunteers who help achieve a diversity of firm size, age, structure, and service area/project types.

### **Term:**

Two-year commitment.

### **Timeline**

- Applications accepted through **5 pm on Wednesday, September 3, 2025**
- Notifications sent after the Board of AIA MA makes their selection at their September board meeting (date TBD).
- Notification/updates of new STARs are forwarded to the AIA NAC staff liaison **by October 1.**

*AIA Massachusetts is the consortium of the Boston Society of Architects, the Central Massachusetts Chapter of the AIA and the Western Massachusetts Chapter of the AIA*



a chapter of The American Institute of Architects

- Positions begin in January, with AIA National-paid travel to the NAC Annual Meeting in Q1.  
\*For 2025, the NAC Annual Meeting is TBD.

**To apply**

Submit a single pdf file containing a cover letter that expresses your interest and unique qualities, along with a current resume, to [junnari@architects.org](mailto:junnari@architects.org)