



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

AIBC Volunteer Opportunities | Operational Boards, Committees, Panels and Task Forces

Service to the architectural community and the public

The volunteer participation of members and qualified members of the public on operational boards, committees, panels and task forces enhances the AIBC's ability to accomplish its mandate to regulate the profession of architecture on behalf of the public.

This document provides a summary of the ways volunteers can become involved in these capacities. Areas of involvement include professional services, post-disaster response, professional conduct, registration pathways, and recognition. A separate document, *AIBC Volunteer Opportunities | Internship in Architecture Program*, details further opportunities at the institute.

Unless otherwise *noted* (*), committees typically meet once per month from September through June for two hours over the lunch period of a specified weekday. Complimentary catering and parking are provided, and remote attendance is available for out-of-town volunteers. As well, volunteer participation is eligible for non-core Learning Units (LUs).

Interested volunteers are encouraged to contact the Human Resources Specialist at volunteers@aibc.ca.

Professional Services

Annual Conference Professional Development Committee

The Annual Conference PD Committee assists staff with the planning, strategizing, and coordination of the PD programming for the AIBC Annual Conference. This includes planning PD streams, selecting potential PD speakers, providing PD information for conference promotional material, and acting as a liaison with other annual conference committees. **The committee typically meets twice per month from September through May.*

Building Envelope Committee

This committee serves as a resource for the development and delivery of courses, seminars and roundtables on building envelope issues. Topics of interest include building envelope failures, best practice guides, energy efficiency in building design, high performance buildings and appropriate procedures for efforts in architectural firms. This committee also collaborates with the Regulatory Coordination Committee to provide input on municipal and provincial regulations regarding building envelope design, field reviews, and assurances. The committee further works with other building industry groups to maintain standards of design, construction, insurance and warranties.

Design Panel Committee

This committee exists to promote the appropriate use of Advisory Design Panels (ADPs) in the public interest. The committee engages in valuable discussions on the importance and role of ADPs, monitors and evaluates ADP activities, and serves as a point of liaison between the institute and various municipalities. The

committee also reviews ADP applications and provides recommendations on behalf of the institute of candidates for nomination to municipal ADPs across the province.

Post-Disaster Response Committee

This committee's mandate is to coordinate and train AIBC members and associates to assist with post-disaster damage assessment in the aftermath of a natural disaster in B.C. The specific assignments of this committee include investigation of related legal and insurance issues, review of existing damage assessment courses, participation in emergency management meetings with other professional associations, and development of communication and deployment strategies in conjunction with authorities having jurisdiction.

Regulatory Coordination Committee

This committee provides valuable architectural expertise and opinion regarding the formulation of building industry regulations, and serves as a liaison between a variety of internal and external groups and associations. The committee works to coordinate the uniform interpretation and application of building and zoning regulations, and provides a forum for the expression of mutual concerns between regulatory authorities and design professionals. The committee considers municipal regulation changes, provides valuable input into related content of AIBC Professional Development courses, and monitors compliance with the *Architects Act*.

Professional Conduct and Illegal Practice

Bylaw Review Committee

This committee reviews the full suite of AIBC Bylaws and makes recommendations to AIBC Council with respect to bylaw amendments, deletions and new bylaws. Bylaw review takes place within the context of the current *Architects Act*, council vision and policy, relevant AIBC bulletins, AIBC bylaw history, and legislation and regulation in other provinces and jurisdictions with whom the AIBC shares reciprocity. The committee's membership is subject to the approval of AIBC Council as per the AIBC Bylaws.

Consensual Resolution Review Panel

This panel serves an important function in fulfilling the mandate of the institute to protect the public interest. The panel's primary responsibility is to review and consider whether to approve proposed consensual resolution agreements reached under the AIBC's consensual resolution process, as established under the *Architects Act* and AIBC Bylaws. The panel is comprised of at least three and up to five Architects AIBC, and at least one and up to two public members. The panel's membership is subject to the approval of AIBC Council as per the [AIBC Bylaws](#). **The panel meets on an as-needed basis as consensual resolution agreements arise.*

Investigations Committee

The work of this committee is particularly important for the fulfillment of the AIBC's mandate to protect the public. Committee membership is subject to the approval of AIBC Council as per the [AIBC Bylaws](#).

Working with AIBC Professional Conduct staff, the committee conducts investigations of complaints made against AIBC registrants to determine whether there are sufficient grounds to merit a disciplinary inquiry.

**The committee meets for 5 hours every third Tuesday of each month, and the members review case file material between meetings.*

Remedial Review Panel

This newly-established panel assess compliance with remedial recommendations made by the Investigations Committee under the remedial process established under the [AIBC Bylaws](#). Remedial Recommendations are an alternative approach to resolving disciplinary matters that would otherwise proceed through the disciplinary process. The panel consists of three to five individuals and may include one Retired Architect AIBC and one qualified member of the public. The committee's membership is subject to the approval of AIBC Council as per the [AIBC Bylaws](#). **The panel meets on an as-needed basis, estimated at two to three times per year, for up to one hour.*

Registration and Licensing

Architectural Technologist Admissions Committee

This committee reports to the Registration Board on those candidates who have satisfied requirements for admission to the institute as Architectural Technologists. The committee's work includes monitoring the development, administration and results of the AT entrance examination, administering the admissions requirements for experienced technologists through established equivalencies, and reviewing and approving education and work experience requirements for registration. **This committee's monthly meeting occurs the second Wednesday of the month between 8:30 am and 10:30 am.*

Experience Review Committee

This committee supports the Intern Architect Program by reviewing and evaluating non-standard work experience. Further information can be found in the accompanying document, *AIBC Volunteer Opportunities | Internship in Architecture Program*.

Intern Architect Committee

This committee provides services and support to Intern Architects seeking registration. Committee membership primarily consists of Intern Architects, newly-registered Architects, and UBC student representatives. Committee activities include organizing events, providing information sessions, maintaining relevant exam study materials, discussing issues impacting Intern Architects, and providing relevant communications to interns. The committee also appoints one liaison to the Registration Board and one non-voting liaison to AIBC Council.

Qualifications Committee

This committee provides advice and recommendations to the Registration Board and AIBC Registration & Licensing staff regarding the certification standards, policies and procedures that govern the administration of qualifications to register as an Architect AIBC under the [Architects Act](#). The committee conducts the assessment of applicants who have alternative qualifications and ensures that the registration process is effective, consistent and fair. The committee also provides analysis and advice leading to the development and maintenance of certification standards and assessment protocols for entry to the profession. **The Qualifications Committee typically meets every other month.*

Oral Assessment Panels

Members of the Qualifications Committee are occasionally called upon to constitute an Oral Assessment Panel (three members) to evaluate Alternative Qualifications candidates. The Oral Assessment is a compulsory requirement for all Alternative Qualifications candidates, and the panel evaluates a candidate's education and experience against the architectural competencies. The panel then reports all results to the Qualifications Committee. **Oral assessment sessions are held as and when required for candidates who qualify.*

Registration Board

The Registration Board is a statutory committee appointed by AIBC Council with the mandate to report to council on all Register Amendments, and specifically on the qualifications of an applicant for admission to the institute as a member or an associate. Register Amendments must include the result of each candidate's examination (NCARB ARE, ExAC, Oral Reviews, AT Exam) for council's final approval.

The board also acts as a resource to the CEO and the Registration & Licensing Department for registration related issues, supporting staff with their duty to register and license Architects, associates, architectural firms, and temporary licensees in accordance with legislation, AIBC Council policy, and other established agreements. This work includes reviewing the work of specified registration and licensing committees, developing policy for council review, and identifying initiatives and strategies that could advance the institute's registration and licensing practices. **This committee's monthly meeting occurs the last Friday of the month between 8:30 am and 10:30 am.*

Registration Review Panel

The Registration Review Panel is convened as needed, when a request for an appeal of a Registration Board decision has been submitted. The panel reviews the decision on Council's behalf and provides the Registration Board with an independent opinion, constructive comments, and recommendations.

Communications

Awards Jury Committee

The annual AIBC Architectural Awards program seeks to recognize architectural excellence and includes the Lieutenant Governor of British Columbia Award in Architecture, medal and merit categories, the Innovation Award, the Emerging Firm Award, and the Special Jury Award. The Awards Jury Committee reviews all award submissions received in accordance with the criteria set out in the related policy and guidelines, and agrees upon those submissions that are to be awarded in the various categories. **The jury meets annually for one Friday evening and one full day Saturday, as scheduled in the Spring.*

Gallery Advisory Committee

The Gallery Advisory Committee aims to advance public and professional knowledge and understanding of architecture and design through exhibitions at the AIBC Architecture Centre Gallery, and works to oversee the strategic development of the AIBC Architecture Centre Gallery. Additionally, the committee provides direction and support to the Director of Communications regarding the gallery program in keeping with established budgets and resources, and in accordance with organizational priorities. **This committee meets as needed, typically a few times per year.*