The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.

AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable.

**Established:** 2005

**Type:** Operational

**Chair:**
- Appointed by: Chief Executive Officer
- Term: Two years (renewable)

**Members:**
- Appointed by: Chief Executive Officer
- Term: Two years (renewable)

**Committee Selection Criteria:**
- Members and associates in good standing (for architect and intern members)
- Familiarity with the Internship in Architecture Program
- Ability to articulate diverse issues of Intern Architects
- Willingness to participate in initiatives supporting interns’ registration as architects

**Committee Composition Requirements:**
- Intern Architects AIBC (minimum of four)
- School of Architecture student from UBC (maximum of two) - If there are more than one student, an official representative shall be identified to coordinate the Committee’s activities with UBC.
- Architects AIBC - Committee members who started as Intern Architects AIBC who are now Architects AIBC may remain for a maximum term of four years post-registration for succession planning.
- Liaison to Council and Registration Board. The liaison is typically the chair of the Committee and attends as a non-voting guest.
<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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</thead>
<tbody>
<tr>
<td>1. Heba Maleki Intern Architect AIBC</td>
<td>Committee Chair; Council Liaison</td>
<td>March 2017</td>
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<tr>
<td>2. Nourhan Al-Kurdi Intern Architect AIBC</td>
<td></td>
<td>May 2018</td>
</tr>
<tr>
<td>3. Sahar Badiei</td>
<td></td>
<td>March 2017</td>
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<tr>
<td>4. Nico Bortolin Intern Architect AIBC</td>
<td></td>
<td>September 2019</td>
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<tr>
<td>5. Ryan Dinh Intern Architect AIBC</td>
<td></td>
<td>September 2019</td>
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<tr>
<td>6. Judy Farhat Intern Architect AIBC</td>
<td></td>
<td>May 2018</td>
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<td>7. Caroline Inglis Intern Architect AIBC</td>
<td></td>
<td>May 2018</td>
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<tr>
<th>Staff</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jenelyn Torres</td>
<td>Director, Registration and Licensing</td>
</tr>
<tr>
<td>2. Gabe Baron</td>
<td>Registration Coordinator (Acting)</td>
</tr>
</tbody>
</table>

**1.0 Mandate:**
- To provide services and support to Intern Architects seeking registration. The Committee may provide input to the Registration Board and the Board may seek feedback regarding the Internship in Architecture Program.

**2.0 Specific Assignments:**
- Organize activities for Intern Architects in accordance with budgets and guidelines.
- Plan and participate in initiatives that will support registration of Intern Architects as full members.
- Provide feedback to the Registration Board relating to the Internship in Architecture Program.
3.0 Deliverables:  
• Provide monthly reports to the Registration Board related to any specific assignments.

4.0 Reporting:  
• The Committee provides reports to the Registration Board.  
• Updates provided as needed during CEO’s regular meeting with senior staff member.

5.0 Liaison with Internal and External Groups/Associations:  
• Registration Board  
• Council  
• AIBC Professional Services Department  
• Other Provincial Associations and regulatory bodies  
• Royal Architectural Institute of Canada (RAIC) – Emerging practitioners group  
• School of Architecture of UBC

6.0 Scheduled Meetings:  
• When: 2nd Thursday of the month  
• Time: 12:00 noon to 1:30 p.m.  
• Place: AIBC Offices and/or by video/teleconferencing

7.0 Quorum:  
• A quorum for any meeting of the Committee will be the majority of the members of the Committee present in person, by phone, or by video conferencing; a meeting may proceed without quorum if the committee is not making decisions.

8.0 Amending the Terms of Reference  
• The Terms of Reference may be revised: by the CEO upon the recommendation of the Committee; by the CEO upon recommendation of the senior staff member; or upon a change of members.