

The Australian Institute of Architects

# EmAGN Reference Manual

*A guide for committee members regarding the operations of the  
Emerging Architects and Graduates Network (EmAGN) Committee  
incorporating Terms of Reference*

EmAGN  
EMERGING ARCHITECTS + GRADUATES NETWORK



Australian  
Institute of  
Architects

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# EmAGN Reference Manual

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## 2 OVERVIEW

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### 2.1 INTRODUCTION

The Emerging Architects + Graduates Network (EmAGN) seeks to represent the interests of graduates and emerging architects on a national level by providing a representative front on key issues. Focusing on the transition from student to experienced architect, EmAGN aims to create a design community for graduates and emerging architects for their mutual support and to foster a collaborative culture that celebrates architecture.

### 2.2 THE AUSTRALIAN INSTITUTE OF ARCHITECTS

EmAGN represents the interest's specific to the Australian Institute of Architects (the Institute) graduate members and emerging architects members. This group is defined as those who have graduated from a Masters in Architecture in the past 15 years.

### 2.3 VALUES

In meeting the needs of all our stakeholders we will operate in ways that promote:

- **One community** - embracing diversity and open communication
- **Innovation** - demonstrating leadership with courage and creativity
- **Accountability** - acting with integrity, responsibility and sustainability
- **Respect** - relating with empathy and recognition of effort
- **Collaboration** - working together with trust, transparency and fun

### 2.4 OBJECTIVES

EmAGN represents the interests of graduates and emerging architects by:

- a. Advocating for emerging architects and graduates on Chapter, Divisional and National Councils so that key needs, interests and concerns of this demographic may be considered and addressed.
- b. Nurturing productive local level committees and facilitating cross pollination of ideas, resources, education and energy nationally.
- c. Bridging the gap between the Student Organised Network for Architecture (SONA) and established professional Institute members.
- d. Encouraging Institute membership, engendering within graduates and emerging architects a sense of belonging to the Institute, and providing a platform for graduates to 'merge' into the profession with local and national support.
- e. Initiating and developing inspiring and relevant opportunities for all emerging architects and graduates.
- f. Developing new and building upon existing relationships with other young professional groups in Australia such as Young Engineers Australia (YEA) and Young Planners (YP) both on a local and national level for the benefit the broader professional demographic.
- g. Establishing and strengthening relationships with emerging architect and graduate groups within International architectural institutes such as the Royal Institute of British Architects (RIBA), American

Institute of Architects (AIA) & New Zealand Institute of Architects (NZIA) for the purpose of cultural exchange, idea sharing and opportunity generation.

- h. Advocating for a strong future for architects and architecture in Australia.

## 3 STRUCTURE

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### 3.1 EMAGN COMMITTEE STRUCTURE AND POSITIONS

Each of the following positions must be held by an Institute member. No other EmAGN participants are required to be members but membership is strongly encouraged.

#### 3.1.1 National Level

##### **EmAGN Executive**

The EmAGN Executive consists of 10 members incorporating 9 Chapter/Divisional Chairs representing each Australian State and Territory plus Newcastle, and an elected National President. The President does not count as a chapter/divisional representative. All positions must be held by current Institute members. The SONA President should be invited to all EmAGN Executive meetings and attendance is strongly encouraged.

##### **National President / Immediate Past President**

Chair of the EmAGN Executive, the EmAGN National President is elected by the EmAGN Executive for a term of 2 years and represents EmAGN on the Institute's National Council. The President is the face of EmAGN and is responsible for leading and mentoring EmAGN Executive to achieve the best possible outcomes from the committee. The President may also be invited to represent EmAGN on other Institute committees, working groups and awards juries as required. The President must have previously served as an EmAGN Chapter/Divisional Chair for a minimum of 1 year prior to being elected. The President can be nominated by an EmAGN Chapter/Divisional Chair or may self-nominate. The President may serve more than 1 term but must be re-elected to office in the proper manner. Once their term is complete, the President becomes the Immediate Past President and should make themselves available (if possible) for the following 6 months as a resource to the incoming President should this be required. The Immediate Past President is not required to attend any face-to-face meetings. Complimentary Institute membership is granted to the President and Immediate Past President for the duration of their terms in both these roles (4 years total). In cases where the President or Immediate Past President is employed by an A+ practice, their individual membership will be complementary but the practice fee component is still payable.

##### **Chapter/Divisional Chairs**

The EmAGN Chapter/Divisional Chairs are elected by their local EmAGN committee for a recommended term of 2 years. The Chair may serve more than 1 term but must be re-elected in the proper manner. The Chairs represent their chapter/division EmAGN committee nationally and assist in the delivery of national and local EmAGN initiatives. Chairs are eligible for complimentary office Institute membership for the duration of their term as Chair. In cases where the role of Chair is shared, only one complimentary membership will be offered and the recipient must be decided by the local committee. Please note: in such cases, both Chairs are still required to hold Institute membership.

##### **National Staff Liaison**

The EmAGN Executive and the local committees they lead receive support and have contact with national staff including the National Membership Manager and National Membership Programs Officer.

### **Chapter Staff Liaison**

The EmAGN local committees receive support and have contact with their local chapter staff, including the Chapter Manager and any other nominated chapter staff.

### **3.1.2 Local Level**

An EmAGN committee exists in each state and territory and in Newcastle. The EmAGN committee may consist of any number of members so long as the following positions are accounted for. A single individual may hold more than one of the following positions. All stated positions must be held by current Institute members.

#### **Chapter/Divisional Chair**

As above. The Chair calls and leads local committee meetings and represents local emerging architects and graduates on their Chapter/Division Council and the EmAGN Executive Committee. The Chair leads and nurtures their local committee to ensure the committee is diverse, engaged and successful in achieving the EmAGN objectives (see 2.4 Objectives). The Chair/Divisional Chair is responsible for the following:

- Attending local chapter council meetings
- Reporting to chapter council about EmAGN's activities at a local and national level
- Voting at chapter council
- Reporting to EmAGN Executive about EmAGN's activities at a local level
- Voting at the EmAGN Executive meetings

#### **Financial Manager**

No specified term. An appointed committee member who is responsible for the following:

- Managing committee reimbursements, budget and sponsorship through liaison with the Chapter/Divisional Chair and the Institute's National staff liaison.
- Coordinating the committee's submissions for EmAGN funding

#### **Communications Manager**

No specified term. An appointed committee member who is responsible for the following:

- Taking and distributing committee minutes to the committee, Chapter/Division Manager or delegate and the Institute's National Staff Liaison
- Managing the committee's local e-communications through liaison with the Chapter
- Managing the local EmAGN website, social media, event reporting and event photography delegation
- Contributing material to the national EmAGN e-alert with the assistance of the Institute's National Staff Liaison

## **3.2 COMMITTEE NOMINATIONS AND VOTING**

Nominations and voting for the new EmAGN National President will occur at the second annual EmAGN Executive face to face meeting of each applicable year with the official changeover taking place in January the following year. Chapter/Divisional Chair elections will occur in the October of each applicable year with the official changeover taking place in January the following year. This timing allows for staggered replacement and a smooth transition of representatives into and out of the national group.

Election of the EmAGN National President is to take place during odd numbered years (2013, 2015, 2017 etc.)

Elections of Chapter/Divisional Chairs will occur as follows:

Group A (odd numbered years i.e. 2013, 2015, 2017 etc.)

ACT, NT, SA, VIC  
 Group B (even numbered years i.e. 2014, 2016, 2018 etc.)  
 NSW, QLD, TAS, WA, Newcastle

If a chair stands down from their position on the committee mid-way through their appointment the committee should proceed with an early election. Where there are co-chairs in the position, the remaining co-chair if amenable may proceed as chair without the need for an election until the elections in October of the respective odd/even year.

### **3.2.1 Local Committee Member Process**

In October of the relevant year the chair and local committee will, in collaboration with their local chapter call for applications from potential new committee members for a 2 week period.

After a 2 week call for nominations a meeting will be set to review those applications. The core local committee (including chair, finance and communications managers) along with the Institute Chapter/Divisional manager will review the applications before selecting the local committee position holders.

At the next local EmAGN committee meeting the new local committee members will be introduced to the committee and welcomed.

### **3.2.2 Chair/Divisional Chair Process**

In October of the relevant year the existing committee chair will, in collaboration with their local chapter call for nominations for the position of chair for a 2 week period. The position will be advertised to all members of the local committee.

Within October a local committee meeting will be called so that all local EmAGN committee members may vote for the new chair. Approved applicants will have the opportunity to speak and present themselves as a candidate before voting commences. Voting rights will be held by all individuals present at the meeting. This meeting can be attended by any emerging architect or graduate. A preferential ballot is the suggested process.

### **3.2.3 Guidelines for incoming and outgoing committee members**

Incoming members are encouraged to familiarize themselves with this document and any other relevant information that the local chair may deem relevant.

It is advised that any outgoing chair, finance manager or communications manager assist with the transfer of roles by making themselves available for a handover meeting with the incoming member taking on their role. It is also asked that they make themselves available to be called upon for advice in the 3 months following their departure from the role.

Outgoing members are encouraged to maintain their involvement with the committee, supporting and encouraging new leadership.

### **3.2.4 Seeking New Committee Members**

A call out for new members should occur every 3 months or at the discretion of the chair. This is intended to provide committees with fresh voices, ideas and enthusiasm whilst offering members a clear pathway to joining the committee.

### **3.2.5 What does a Committee Member do?**

A committee member should be actively engaged with their local committee. It would be expected that a committee member would attend local meetings, participate in activities/events/initiatives and volunteer their

time to action a number of the activities/events/initiatives that the local committee aims to achieve. Membership of the Institute is encouraged but not required at this position.

### 3.3 COMMITTEE PARTICIPATION

This may be the first time you have been on a committee. EmAGN is a formal committee but you may also be invited to participate on other Institute committees through your local chapter or in your future career and these may be slightly more formal. As a guide we have provided a few dot points on what is generally expected of a committee participant.

To ensure that the committee you are a member of conducts its business in an efficient manner please be mindful of the following:

- Always reply to committee meeting invitations as promptly as possible, even if you can't make it to the meeting. It is better to let the organiser know and be an apology than be listed as absent in the minutes
- Read the agenda and accompanying material, including the previous minutes, before the meeting
- Bring all necessary reports and information to the meeting that you will need
- Be prepared to discuss items on the agenda
- Avoid emotional and tactless remarks
- Listen to the remarks of others with an open mind
- Give everyone an equal chance to speak

### 3.4 COMMITTEE OPERATIONS

#### Meetings

#### I. **National Executive**

The EmAGN committee typically meets face to face twice each year. The first meeting is generally held in May/June and where possible is held in conjunction with relevant events such as the National Conference. The second annual face to face meeting is held in October/November and incorporates committee elections and budget planning and submissions. Conference calls are held as required throughout the year.

#### II. **Local**

It is suggested that local committees hold monthly meetings as a minimum but this is not compulsory. It is good practice to take minutes at local meetings including attendance and action items to follow up on.

#### Events/Program Management

It is the responsibility of the local EmAGN committee to organise and run their own program each year to achieve the EmAGN objectives.

#### I. **Local Initiatives**

The Chapter/Division should support and encourage their state group but is not responsible for the running and management of the EmAGN program.



The EmAGN Chair must gain approval from their Chapter/Division Manager or delegate for each of their local initiatives before proceeding – this is to ensure no conflict of material/timing/prospective sponsors etc.

**II. National Initiatives**

National initiatives will be run collaboratively by EmAGN Executive and National Institute Staff.

**III. Insurance**

As a member group, EmAGN is covered by the Institute's public liability insurance for 'normal' member gatherings and events. Where the nature of an event is out of the ordinary, please contact the Institute's National Membership Programs Officer who will be able to liaise with the Institute's insurer, to clarify whether the event is covered and seek appropriate advice in cases where coverage is not able to be provided.

## **Finance**

**I. Funding allocation and management**

EmAGN Executive will allocate funds to every EmAGN committee at the start of each year through a formal bidding process commenced at the second face-face meeting of the previous year. Changes to the intended use of allocated funds must be proposed and agreed on by the EmAGN Executive to ensure all activity best supports the EmAGN objectives. All allocated funds are for use within a calendar year; all unused funds will be acquitted at the end of the calendar year and will not be carried over.

All financial transactions including sponsorship, reimbursements and invoicing relating to EmAGN activities will come from the national budget and will be managed by national staff. This only applies to the EmAGN determined local/national annual program and is separate to chapter initiated programs intended for graduates and emerging architects (e.g. 3 over/4 under in WA) – these programs are run by the chapter, are incorporated into the chapter operational plan and budget and will continue to be managed by the chapter.

**II. Gold Medal**

The exception to the rule. Funding for the EmAGN Gold Medal event will be provided via the National Events Team and it is expected that the EmAGN Gold Medal event will be coordinated and run collaboratively by the local chapter and their respective EmAGN committee.

**III. Sponsorship**

Sponsorship is vital to the success of many programs and the Institute holds several significant relationships with sponsors that are highly valued. To protect these relationships and ensure no potentially compromising conflicts arise, any sponsorship proposals should first be checked with Institute staff, (local or national as relevant) before being pursued.

## **4 FUNDING**

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EmAGN and its committee members are subject to all Institute guidelines regarding funding, reimbursement, and accounting procedures. This includes any outside funds raised by EmAGN from sources other than the Institute.

### **4.1 FUNDING REQUEST FORM**

Each calendar year the EmAGN Executive receives a lump sum budget that has been approved by National Council within the Institutes operating budget for the year.

The EmAGN Executive reviews the funding and allocates funds to both national and local initiatives. Funding for local initiatives is available and effort will be made to ensure local committees are delivering equitable membership benefits across Australia. Local committees may bid for funding from the budget by providing a

funding request form to national staff. The EmAGN Executive is then responsible for the approval of the funding request and the appropriateness and relevance of initiatives that funding is put towards.

It is important to note that the EmAGN budget is set per calendar year and that funding can't be carried from one year to the next. To manage the budget effectively the expenditure of national and local initiatives funding will be reviewed at the mid-year face to face meeting to maximise the funding to the benefit of members.

## 4.2 REIMBURSEMENTS

### 4.2.1 Reimbursement Form

If you spend your own money for an EmAGN event or Initiative you will need to be reimbursed. To be reimbursed you must retain the original tax invoice receipts. Eftpos receipts are not accepted by finance.

- Please complete the reimbursement form (see appendix) and send to the National Membership Programs Officer
- Please attach scanned copies of your receipts to accompany the reimbursement form
- Please send original receipts to the Finance Unit at the National Office Canberra:  
Finance Officer  
Australian Institute of Architects  
PO Box 3373, Manuka, ACT, 2603
- Reimbursements will not be paid unless original receipts are received.
- Pay runs occur fortnightly on Tuesdays, it may then take a few days depending on the institution you bank with for the money to clear.

### 4.2.2 Original Receipts

Please always retain your original receipts when spending your own money for an EmAGN event. If you are in the unfortunate position of having lost or misplaced an original receipt some alternate options include:

- Contacting the business and asking them to reissue a receipt for you
- If you paid with card you can provide us with a copy of your bank statement highlighting the payment made

Please feel free to contact the National Membership Programs Officer should you have any questions or concerns.

### 4.2.3 Invoices

If arranging for the Institute to be invoiced directly for EmAGN initiatives please ensure that the invoice is made out to: The Australian Institute of Architects. You may use the National Membership Programs Officer as the point of contact.

**Company:** *The Australian Institute of Architects*

**Contact:** *Loren Bates*

**Title:** *National Membership Programs Officer*

**Email:** [loren.bates@architecture.com.au](mailto:loren.bates@architecture.com.au)

**Telephone:** *(03) 8620 3804*

**Address:** *Level 1, 41 Exhibition Street, Melbourne, Vic, 3000*

**Sponsorship is for:** *e.g. 'speed date an architect'*

**Amount:** *(please specify if this does or doesn't include GST)*

Please advise the National Membership Programs Officer (Loren Bates) if you have arranged for the Institute to be invoiced to ensure prompt payment of the invoice.

#### 4.2.4 Cash Advance

Please contact the National Membership Programs Officer if you need to pay for something and require a cash advance. Please allow at least 2 weeks to organise this form of funding prior to you requiring access to the funds. If your time frame is less than this please call the National Membership Programs Officer immediately to discuss the best solution for a cash advance.

#### 4.2.5 Credit Card

Please contact the National Manager Membership Development if you need to make a payment via credit card. Please be advised that this option requires advance notice (two weeks) to ensure funding is available on the credit card.

## 5 SPONSORSHIP

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Please discuss all local sponsorship opportunities with your local chapter before approaching any sponsors. This is to ensure you do not conflict with any of the existing chapter sponsors or Institute corporate partners; the chapter is also a great resource and can help you identify possible sponsors appropriate to your event.

Once covered off with the chapter, you can choose how to approach a potential sponsor however we have provided a cover letter (see appendix) which you can use as a guide if you wish.

If you need to send an invoice please contact the National Membership Programs Officer with the following information, so that an invoice can be raised on your behalf:

***Company:***

***Contact:***

***Title:***

***Email:***

***Telephone:***

***Address:***

***Sponsorship is for:***

***Amount: (please specify if this does or doesn't include GST)***

When the invoice has been raised it will be sent via email to the contact details you have provided and you will be copied in.

When you are successful in gaining sponsorship please remember to treat the sponsor well so they will be happy to continue their sponsorship of EmAGN in to the future! Offer opportunities such as a timeslot for the sponsor to speak at your event, and most importantly remember to thank them.

If in doubt regarding anything sponsorship related please make a call or send an email to the National Membership Programs Officer.

## 6 INITIATIVES

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Current EmAGN initiatives include:

- The Gold Medal Breakfast
- Regi(fru)stration
- Graduate Survey

### 6.1 THE GOLD MEDAL BREAKFAST

#### **What is it?**

The Gold Medal Breakfast is an EmAGN event held at the same time as the Gold Medal talk is held in each state. This is usually a breakfast or lunch event held on the day following the Gold Medal talk. EmAGN provides this opportunity to afford emerging graduates and architects the chance to sit down, eat, drink and communicate in an informal atmosphere with one of Australia's most recognised and distinguished architects.

#### **What do I need to do?**

It is the responsibility of the local EmAGN committee to work with their local chapter to organise the Gold Medal Breakfast event. As a general rule the tour is held in the month of October but this can be altered to suit the recipient's schedule.

Funding for the event is separate to the annual budget available to each local EmAGN committee, please see 'Funding' to determine the budget for this year. Funding is held and reimbursed through the National Events team, please contact the National Events and Sponsorship Officer for further information.

For more information on the Gold Medalist, Gold Medal Tour and Gold Medal Breakfast dates please see the [Gold Medal webpage](#).

#### **What's the bigger picture?**

Nominations for the Gold Medal honour can be made via your local chapter manager and President; these are then directed to the Chief Executive of the Institute. Nominations are open for several weeks in the middle of each year, usually around July.

Nominations must include the name, biography, general history of the career and distinguished work of the nominee with evidence/examples of their work. Nominations will be considered each year for 5 consecutive years.

The Gold Medal is the highest honour the Institute can bestow. It was created to recognise architects who have given distinguished service by designing or executing buildings of high merit or who have produced work of great distinction resulting in the advancement of architecture, or have endowed the profession of architecture in such a distinguished manner as to merit the receipt of the Award. The honour is normally granted to architects in countries within the Australian sphere of influence.

The prize is a personally engraved gold medal which the Gold Medalist is presented with at the Australian Achievement in Architecture Awards. The sponsor also supplies the winner with a gift to the value of \$500. The winner is required to prepare their Gold Medal presentation and present it in every state and territory around Australia as part of the Gold Medal tour.

At the completion of the tour and upon their return to their home state the Gold Medalist presents the AS Hook Address, a presentation on their experience and learning's from the Gold Medal Tour as the Gold Medalist. In addition the AS Hook Address is published in Architecture Australia (AA) magazine.

The Australian Institute of Architects Gold Medal Tour is proudly supported by the Institutes' Principal Corporate Partner BlueScope Steel.

## 6.2 REGI(FRU)STRATION

### **What is it?**

Following completion of their Architecture degree from University, graduates are required to gain experience in the industry before taking a further Architectural Practice Examination to become a registered architect. Most graduates wait between 5-10 years to complete this process. There is a growing perception that it is not necessary to become a registered architect and many do not see the benefit of registration. Further to this, the examination is perceived as a lengthy and challenging process, which can often turn graduates off taking this step.

Regi(fru)stration is designed to encourage graduates to take the next step and become a registered architect through providing a relaxed forum in which many of the 'myths' surrounding the process are dispelled. An open forum for discussion, Regi(fru)stration invites two recently successful registrants and one experienced practitioner to share their experiences. The session outlines the three-stage Architectural Practice Examination, suggests sources of further information and provides the opportunity for attendees to ask questions of the panel.

### **What do I need to do?**

It is the responsibility of the local EmAGN committee to organise a Regi(fru)stration event each year. If there is demand additional Regi(fru)stration sessions can be held. Should you require additional funding for Regi(fru)stration for extra sessions please include this in your budget bid for the year. It is advised that you work with your local chapter to determine the best dates to hold Regi(fru)stration so that it ties in with local PALS sessions and the Architectural Practice Examination (APE) dates generally held in April and August.

Funding for the event is separate to the annual budget available to each local EmAGN committee, please see 'Funding' to determine the budget for this year. Funding is held and reimbursed through the National Membership Programs Officer; please contact this staff member for further information.

### **What's the bigger picture?**

The Institute also runs a program, PALS – Practice of Architecture Learning Series, which provides formal and technical training for the examination. Regi(fru)stration is designed to take place prior to this program, as an informal forum in which attendees can get a realistic and personal perspective of the process, prior to commencing the journey.

## 6.3 GRADUATE SURVEY

### **What is it?**

This survey, conducted by the Australian Institute of Architects (the Institute), reaches out to recent architecture graduates to access a deeper understanding of their experiences within the architecture and related professions. In its initial year (2012) a total of 1279 respondents completed the survey, providing the Institute with insightful data. The survey was sent to both members and non-members of the Institute.

### **What do I need to do?**

Encourage your friends and peers to participate. Both members and non-members can provide feedback and participate in the graduate survey. The greater the number of respondents, the broader range of responses we will

receive, resulting in better quality data as a result! The graduate survey is open each year for participation in early October with the results and findings made available early the following year.

### **What's the bigger picture?**

By collating and analysing this data, we hope to shed some light on the working life of graduates and emerging architects in architectural and related professions; this will help to inform them of the profession from the onset of their career, while also allowing the Institute to develop products and initiatives that meet the needs of existing and potential members.

## **7 AWARDS AND PRIZES**

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Current EMAGN Awards and Prizes include:

- The Dulux Study Tour
- The Emerging Architects Prize

### **7.1 THE DULUX STUDY TOUR**

#### **What is it?**

The DST is a competition that recognises and rewards five (5) emerging architects contribution to architectural practice, education, design excellence and community involvement, by way of a ten (10) day International study tour.

#### **What do I need to do?**

During the promotional period of the competition, recent DST recipients present at a slide night in their local state or territory. The slide night is organised between the local EMAGN group and the winner.

DST slide nights take place in the 'home town' of recent winners of the prize. Venues are selected by the local EMAGN group and may include the local Chapter, Bars, and Show Rooms etc.

For more information on the DST, past winners and travel destinations please see the DST webpage. You can also follow the winner's tour experience via the DST blog and on Twitter.

The Dulux Study Tour is proudly supported by Dulux.

#### **What's the bigger picture?**

Entry into the Dulux Study Tour (DST) is open to all architects and graduates of architecture of up to 10 years from graduation of the two-tier or five year Bachelor of Architecture degree. However, it is only open to Australian citizens/residents and New Zealand citizens residing in Australia. It is not mandatory that entrants are Australian Institute of Architects members.

Entrants may be nominated by an employer or self-nominate if they are self-employed. The nominating employer must be an Australian Institute of Architects member. Self-nominees must be an Australian Institute of Architects members, and will be required to supply additional supporting documentation.

The Prize will be announced and presented at the Australian Achievement in Architecture Awards. The five (5) winners will be sponsored to attend the Australian Achievement in Architecture Awards. Five (5) winners will travel as a group to a number of international destinations. The prize covers domestic transfers; return economy

international flights, internal economy flights within Europe, accommodation, transport and an allocation of funds for meals for the duration of the Study Tour program.

The tour has visited a variety of destinations over the years including London, Barcelona, Copenhagen, Paris, Shanghai the UAE, and Berlin.

## 7.2 EMERGING ARCHITECTS PRIZE

### **What is it?**

The Emerging Architect Prize recognises an individual emerging architect or emerging architectural collaboration's contribution to architectural practice, education, design excellence and community involvement, which advances the profession's role within the public arena. Entrants need to be nominated by a member of the Australian Institute of Architects.

### **What do I need to do?**

EmAGN is looking to make this prize more covetable with a higher profile. Recent changes have allowed collaboration's not just individuals to enter as well as non-members to be awarded so long as an Institute member has made the nomination. This prize is a current focus for the EmAGN committee.

The Emerging Architects Prize is sponsored by AWS.

### **What's the bigger picture?**

Entry into the Emerging Architects Prize is now a two-step process.

1. Nomination – eligible candidates are nominated by a member of the Australian Institute of Architects via the online entry system or by self-nomination.
2. Submission of entry material – nominated candidates will be invited to continue with the submission; should they wish to accept the nomination the nominee will be asked to submit the entry material listed under 'entry requirements' via the online entry system

Winners at a Chapter level proceed to be considered for the National Emerging Architects Prize.

### **The prize**

#### **Chapter winner**

Chapter winners of the Emerging Architects Prize will be awarded a \$1000 cash prize, a certificate and will be sponsored to attend a local awards ceremony. Winners will also be sponsored to attend the National Architecture Conference the following year after they have been announced as a winner. Winners will receive one year free membership with the Australian Institute of Architects. If the winner is already a member they will receive free membership for the following year. If won by a collaboration, each individual will receive one year free membership. Contact your local chapter for further details.

#### **National winner**

The winner of the National Emerging Architect Prize will be awarded with a single \$2000 cash prize, a certificate and be sponsored to attend the Australian Achievement in Architecture Awards. If won by a collaboration, it will be

the responsibility of the group to split the cash prize as they see fit and to nominate an individual to be sponsored to attend the awards event. The National winner will receive an additional year of free membership with the Australian Institute of Architects. If won by a collaboration, each individual will receive one additional year of free membership.

## 8 COMMUNICATION

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### 8.1 MEMBERSHIP

Please encourage Institute membership, the more members EmAGN has the stronger our organisation is.

When you receive enquiries about membership you can direct the enquiry to the [EmAGN website](#). Under the membership tab there is information on which category is most suitable and pricing information is provided.

Should the website not provide adequate information please contact the membership team via [email](#) or telephone 1800 770 617. The National Staff that work with EmAGN are also available to assist.

### 8.2 E-NEWS

The national EmAGN monthly e-newsletter is distributed 12 times per annum. Additional e-alerts may be sent over the course of the year for specific national events.

Local groups send their own newsletters to local members; these newsletters can be sent to members through contacting your local chapter and providing them with the content you wish to send. Those interested can subscribe to receive local and national e-news via the EmAGN website.

### 8.3 SOCIAL MEDIA

EmAGN has both a national Facebook page and state/division Facebook pages to communicate with members, potential new members and the general public.

From time to time EmAGN representatives are asked to promote national EmAGN events, or Institute events relevant to the EmAGN demographic via social media including Facebook, Twitter etc.

### 8.4 REPORTING

EmAGN will report at least once annually to the full membership through the annual report. This is made freely available to members online. It will include summary of expenditure, membership statistics and other trends, and will be aligned with the objectives of the strategic plan.

The report will be based on a calendar year, completed over summer and presented to EmAGN executive for adoption, and subsequently presented to Forum mid-year (July). This leads to budget planning in October with The national EmAGN Committee.



EmAGN will also report occasionally through the various communication channels at its disposal.

The EmAGN National President is responsible for reporting on behalf of EmAGN to National Council and the National Manager Membership Development is similarly responsible for reporting regularly on membership as a business unit of the Institute.

The EmAGN Committee member on Chapter Council will deliver a report at every meeting on what has been happening with EmAGN across the state in the previous month.

## 8.5 COMPLAINTS

Whilst EmAGN endeavours to avoid instances of complaint, processes exist for their adequate and impartial assessment and resolution.

General EmAGN complaints should in the first instance be reported to the EmAGN National President in writing, copying in the National Manager Membership Development.

For all matters relating to the performance and/or behaviour of EmAGN Committee members, the correct course is to refer the case to the National Manager Membership Development.

Where the incident relates to Institute staff, the matter should be referred to the EmAGN National President.

In the instance that the matter involves any or all of the above simultaneously, the matter should be referred to the appropriate level of Institute Management, with the CEO being the final authority within the organisation. If the matter is relevant in his or her opinion, it shall be referred to the Institute National Council for final assessment.

If an EmAGN committee member or the EmAGN National President can't respond to a complaint within two days please pass the complaint on to the National Manager Membership Development. When responding to a general complaint please CC in the National Manager Membership Development.

## 9 CONCLUSION

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Hopefully you have found this reference manual to EmAGN and being an EmAGN committee member useful, and now feel that you can progress with confidence in your voluntary role.

It is important to note that this manual offers a guide to your role with EmAGN but does not define what is possible; do not feel limited by what is presented here. EmAGN has grown to be the successful committee it is today through the vision and daring of many before you. If you have an idea for EmAGN, don't hesitate to share it. There is a fantastic support network to help you realise ideas within the EmAGN committee and with the support of national and local Institute staff. Please do not hesitate to be in touch.

Your involvement with EmAGN can open doors to many opportunities. We hope that you can take advantage of as many of these as possible, and look forward to your continuing involvement as a member of the Institute.