

## NAAB Director Position Description

### NAAB Board of Directors

The NAAB Board is composed of 14 individuals nominated by ACSA, AIA, AIAS, and NCARB. These are volunteers who serve NAAB without compensation in positions of responsibility with certain legal obligations. Volunteers have a fiduciary duty (“loyalty”) to NAAB. They must avoid actual or perceived conflicts of interest and they must not “expropriate business opportunities and exploit those opportunities for their personal use or for their companies’ use.”

### Expectations of the Board as a Whole

The mission of NAAB is to develop and maintain an accreditation system in professional degree education that enhances the value, relevance, and effectiveness of the profession of architecture.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- approving annual committee charges
- ensuring strong fiduciary oversight and financial management
- speaking with one voice when representing the NAAB and the NAAB Board decisions
- providing subject matter expertise in developing resources to support NAAB programs
- accrediting architecture programs and reviewing relevant documents
- granting International Certification and reviewing relevant documents
- enhancing NAAB’s public image as the accreditor of architecture programs
- assessing its own performance as the governing body of NAAB

### Expectations of Individual Board Directors

Each individual board director is expected to:

- know the organization’s mission, policies, programs, and needs
- demonstrate knowledge and understanding of the NAAB criteria for Accreditation and International Certification
- faithfully read and understand the organization’s financial statements
- serve as active advocates and ambassadors for the organization
- uphold the fiduciary duties of care, loyalty, and obedience to NAAB
- prepare for, attend, and conscientiously participate in board meetings
- serve on eligibility visits
- participate in committees, task forces, and/or workgroups as appointed
- fully engage in identifying and securing the resources and partnerships necessary for NAAB to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve NAAB’s mission

Board Directors are also expected to:

- follow the organization's bylaws, policies, and board resolutions
- annually disclose conflicts-of-interest and communicate any potential conflicts of interest as they emerge, and before and during meetings
- maintain confidentiality about all internal matters of NAAB and other matters deemed confidential

## **Qualifications for Board Directors**

- Commitment to promoting Diversity, Equity, and Inclusivity
- Ability to travel to in-person Board meetings (four-day commitment), two to three times per year and attend virtual meetings
- Willingness to serve as an officer (for those nominated by ACSA, AIA, or NCARB)
- Familiarity with higher education and accreditation
- Awareness of issues related to graduate preparedness
- Leadership experience
- Strategic planning and budget experience
- NAAB visiting team experience is helpful

## 2026–2028 Board Meeting Dates

### 2026

Meeting 1 - February Board Meeting (Virtual)

- Thursday, 2/19/2026, 1:00–6:00pm ET
- Friday, 2/20/2026, 1:00–6:00pm ET

Meeting 2 - April Board Meeting (in-person\*)

- Friday, 4/24/2026
- Saturday, 4/25/2026

Meeting 3 - July Board Meeting (in-person\*)

- Friday, 7/17/2026
- Saturday, 7/18/2026

Meeting 4 - October Board Meeting (in-person\*)

- Friday, 10/23/2026
- Saturday, 10/24/2026

Meeting 5 - December Board Meeting (Virtual)

- Thursday, 12/10/2026, 1:00–6:00pm ET
- Friday, 12/11/2026, 1:00–6:00pm ET

### 2027

Meeting 1 - February Board Meeting (Virtual)

- Thursday, 2/18/2027, 1:00–6:00pm ET
- Friday, 2/19/2027, 1:00–6:00pm ET

Meeting 2 - April Board Meeting (in-person\*)

- Friday, 4/23/2027
- Saturday, 4/24/2027

Meeting 3 - July Board Meeting (in-person\*)

- Friday, 7/16/2027
- Saturday, 7/17/2027

Meeting 4 - October Board Meeting (in-person\*)

- Friday, 10/22/2027
- Saturday, 10/23/2027

Meeting 5 - December Board Meeting (Virtual)

- Thursday, 12/9/2027, 1:00–6:00pm ET
- Friday, 12/10/2027, 1:00–6:00pm ET

\*Travel days for in-person meetings are Thursday and Sunday.

### 2028

Meeting 1 - February Board Meeting (Virtual)

- Thursday, 2/17/2028, 1:00–6:00pm ET
- Friday, 2/18/2028, 1:00–6:00pm ET

Meeting 2 - April Board Meeting (in-person\*)

- Friday, 4/21/2028
- Saturday, 4/22/2028

Meeting 3 - July Board Meeting (in-person\*)

- Friday, 7/14/2028
- Saturday, 7/15/2028

Meeting 4 - October Board Meeting (in-person\*)

- Friday, 10/20/2028
- Saturday, 10/21/2028

Meeting 5 - December Board Meeting (Virtual)

- Thursday, 12/7/2028, 1:00–6:00pm ET
- Friday, 12/8/2028, 1:00–6:00pm

**National Architectural Accrediting Board, Inc.**  
**NOMINATIONS FOR DIRECTOR VACANCY FOR A TERM BEGINNING JANUARY 2025**

**Date:**

**Name of Nominating Organization:** ACSA

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**Name of Nominee:**

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**Phone:**

**Email:**

**State of Residence:** Include your teaching, professional,

**Educational Credentials** (institutions and degrees pursuing/awarded):

**Licenses/Registration:**

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**Teaching Experience:** [Add Below]

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**Professional Experience:** [Add Below]

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**Supplemental Experience (since 2015):** (For example, this section could include whether the nominee is an Architect Licensing Advisor; has participated in committees or task forces appointed by the ACSA, AIA, AIAS, or NCARB; has experience teaching as an adjunct or other part-time appointment; or whether the individual has served in an advisory role with an institution with a NAAB-accredited program)

Include your teaching, professional, and supplemental experience here.

**National Architectural Accrediting Board, Inc.**  
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**Additional information**

Please indicate which of these statements most fully represents the nominee's affiliation:

- ☐ **Educator** (more than 50% of time spent as a full-time educator, member of a faculty, program administrator, or institutional leader)
- ☐ **Practitioner** (more than 50% of time spent working as a licensed professional)
- ☐ **Student** (more than 50% of time spent pursuing a degree in architecture)

Please indicate whether the nominee has experience in either of these three areas:

- ☐ **NAAB Visiting Team Member or Chair:** Please check this box if the nominee has participated on a NAAB visiting team in the last four years. Please list the institution(s) visited, noting role as team member or chair.
- ☐ **NCARB Member Board Member** Please check this box if the nominee is a current or former member of an NCARB member board.
- ☐ **AXP Experience:** Please indicate whether the nominee has ever served as an AXP supervisor or mentor or as an Architect Licensing Advisor.

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**Languages Spoken:**

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**Demographic Information**

To what gender identity do you most identify?

- ☐ Female
- ☐ Gender non-conforming
- ☐ Male
- ☐ Transgender Female
- ☐ Transgender Male
- ☐ Not listed (please specify):
- ☐ Prefer not to say

Please share your ethnic origin

- ☐ Hispanic/Latino
- ☐ Non-Hispanic/Non-Latino
- ☐ Prefer not to say

How would you describe yourself?

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Two or more races
- ☐ Not listed (please specify):
- ☐ Prefer not to say