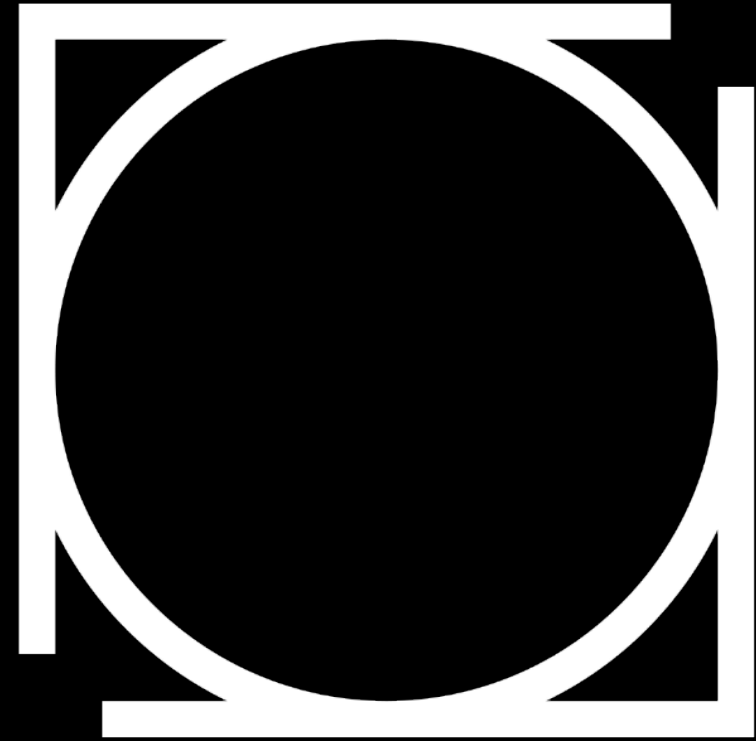


**Roles and  
Responsibilities  
of Local Society  
Chairs and  
Liaisons**



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# **Relationship of the Local Architectural Societies and the OAA**

# OAA

- Regulates the practice and profession of architecture in the public interest

# Local Societies

- Recognized extension of the OAA
- Mandates are not regulatory in nature
- Function cannot be inconsistent or contrary to the mandate of the OAA

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# Purpose of Societies

- Local chapters of the OAA
- Provide opportunities for dialogue
- Work to raise the awareness, appreciation, and understanding of architecture
- Help further the objectives of the Association in accordance with the *Architects Act*
- Societies also work to further strategic priorities and objectives in the OAA's Strategic Plan
- The specific initiatives and focus vary across the province based on the circumstances and interests of the individual Society and its members

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# Council Liaison

## Duties of the Council Liaison

- Acts as the conduit between the Local Society and the OAA Council
- Foster ongoing dialogue and enhance communication between the OAA Council and the local Societies
- Attend meetings of the Societies and take an active role in Society matters and events
- Provide information to local members regarding Open Council meetings and the direction of Council, speaking with one voice

### Note:

- Electoral District may include up to three Societies within its boundaries
- One Councillor can be elected from an Electoral District where there is only one Society
- Council **annually** assigns specific Councillors to specific Societies to equitably distribute the Liaison role
- Local members are not constituents of the members of Council

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# Local Society Chairs

## Duties of the Chair

- Responsible for the operation and activities of their Society
- Ensure, with the assistance of other Society members, that the work of the Society is carried out in good faith and in accordance with the Society Manual, *Architects Act*, Regulation, and Bylaws
- Ensure the OAA is informed of the results of the Officers of the Society election
- Be familiar with the Society Manual
- Arrange a meeting with the outgoing Officers of the Society to ensure a smooth transition of operations
- Review the Society's financial accounts
- Call and preside at all meetings of the Society, including Officers/Executive Committee meetings
- Provide the Annual Report to the OAA of the Society's activities and membership
- Make contact with leaders of other professions in the community as appropriate
- Attend and participate at the annual meeting of Society Chairs
- Ensure that the Councillor appointed to the Society is kept informed of all Society activities



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# **OAA Staff: Architectural Graduate**

## Duties of the Architectural Graduate

- Facilitates ongoing liaison between the OAA and the individual Societies
- Provide some level of administrative support to the Local Societies
- Responsible for updating the Local Societies Portal on the OAA Website
- Facilitate the sharing of information from Societies to the OAA, to other Societies, and vice versa
- Arrange informal meetings via zoom at regular intervals during the year for the purpose of providing the Chairs with an opportunity to connect with each other, and share ideas and feedback
- Provide notice to Chairs regarding annual report deadlines, and financial reporting, etc.
- Provide details for the Society Chairs Meeting at Conference and agenda, etc.

## Strategic Plan

→ In response to the recommendations of the OAA's 2021 operational review, a [five-year strategic plan](#) was developed

→ Address two essential environmental and social governance themes: [Climate Action](#) and [Equity, Diversity, and Inclusion](#)

→ will act as lenses through which the OAA's work will be viewed to ensure it positively aligns with the Principles

### → Foundational Goals:

1. Regulatory Leadership;
2. Governance and Operations;
3. Member Competency; and,
4. Public Education

**Note:** For more information, see Appendix B on the [Local Society Handbook](#) or the [five-year strategic plan](#) on the website.



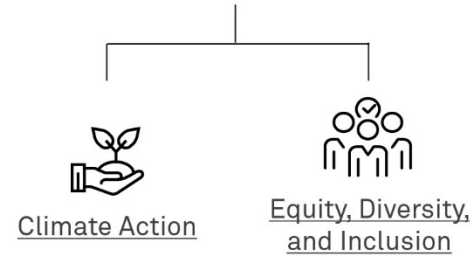
# VISION

An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

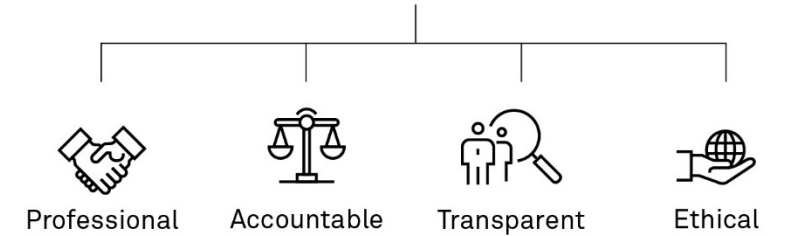
# MANDATE

To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; and to promote the appreciation of architecture within the broader society.

## Themes



## Values



## Strategic Priorities



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# Helpful Links

- OAA Website, [Resources for Societies](#)
- [Local Society Handbook](#)
- [Strategic Plan](#)
- [Architects Act](#)
- [OAA Bylaws](#)

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# Important dates

- Bi-monthly meetings via zoom
- Fall society meetings with OAA President & ED (August to November: Tina will schedule)
- OAA Conference and Society Chairs meeting in Sudbury (June 20<sup>th</sup>, 2023)
- [SPF deadlines](#) (Next Deadline, July 24<sup>th</sup>, 2023)
- Annual report deadlines and financial statements (Notice will be sent in late 2023 – due January 2024)
- Annual General Meeting (AGM) (May 3<sup>rd</sup>, 2023)

**Thank you!**  
**Questions?**

