

Architectural Association (Incorporated)

COUNCIL COMMITTEE REMITS, DELEGATION AND REPORTING

In order to ensure operational transparency and accountability, the Council has instituted three committees in order to assist the Trustees in their strategic guidance of the Architectural Association, and to ensure due process in all decisions taken by the Trustees. Each of the Council committees serves in an advisory capacity to Council, meeting and reporting to full Council on a regular basis. It is only with the agreement of Council that recommendations of a Council committee become a binding decision of the Council.

Building Committee

The Building Committee develops new projects to enhance the AA's environment and sense of place. Projects to be handled by the Building Committee include, but shall not be limited to, any of the following:

- the overall strategy for the building environment;
- expansion or contraction of accommodation by way of sale or lease;
- strategies for disability access, conservation, security or public access;
- overall strategies for remedial works and maintenance of the buildings;

Responsibility for day to day management of the buildings remains with the Director of School. The Director of School may further delegate responsibility for building management, although this shall be done in consultation with staff and all delegated responsibilities reported to the Committee at the first available opportunity.

The Building Committee will be chaired by a member of the AA Council, and include 2-3 members of Council in addition. Ex-officio members of the Committee will include the AA President, Director of School and Company Secretary. Advisory members from the AA Foundation and/or external bodies may be invited to participate on the committee.

Reports of the Building Committee chair will be made to the Council as required throughout the session.

Finance Committee

The Finance Committee ensures that the Architectural Association complies with current financial reporting standards, and approves the end-of year accounts including the review of the trustees/directors report and audit report. It reviews the Architectural Association's banking facilities and authorized signatories, monitors the register and (re)valuation of the Architectural Association's assets, approves the acquisition and disposal of assets, and sets reserve and investment policies. The Finance Committee reviews the budget of the Architectural Association and approves budgetary procedures. It monitors income, expenditure, and cash flow, and ensures that internal systems of accountability for budgeting and expenditure are formally set up. Additionally, it reviews the setting of tuition and other fees, and liaises with the General Purposes Committee on the AA School's admissions/enrolment numbers, trends, and projections. Also in

collaboration with the General Purposes Committee, the Finance Committee is responsible for the Architectural Association's policies and program review in matters of insurance/risk management and for review of the monetary impact of human resource policies.

The Finance Committee will be chaired by the Honorary Treasurer, and include 2-3 members of Council in addition. Ex-officio members of the Committee will include the AA President, Director of School, Company Secretary, and Accountant.

Reports of the Finance Committee chair will be made a minimum of three times each session – i.e., at the start of the year with regard to the current budget; at the Annual General Meeting; and at the end of each Council session. Additional reports will be made to Council as required.

General Purposes Committee

The General Purposes Committee ensures that the Architectural Association is compliant with its statutory obligations as a charity, as a company, and as an employer. It also ensures that decisions of the Trustees are accurately and adequately implemented by the Architectural Association's management. Projects and issues to be handled by the General Purposes Committee include, but shall not be limited to, the following:

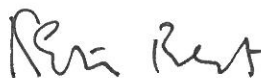
- Monitoring the Architectural Association's governance and ensuring its governance functions are in keeping with current legislation and best practice;
- Ensuring the proper handling of matters of the Association, particularly the strategic direction of the AA membership and libraries;
- Reviewing the implementation and/or management of a wide variety of corporate policies (e.g., health and safety, employment, charity, and company law, etc.)
- Reviewing, in collaboration with the Finance Committee, the Architectural Association's programme of insurance and risk management.

The General Purposes Committee will be chaired by a member of Council, and include at least 3 members of Council in addition. Ex-officio members of the Committee will include the AA President, Director of School and Company Secretary.

Reports of the General Purposes Committee chair will be made to the Council as required throughout the session.

Issued by the Council of the Architectural Association (Incorporated) on 16 [

June] 2011.



Keith Priest, President