



ARCHAEOLOGICAL INSTITUTE *of* AMERICA

The Role of an Officer

Mission

Officers advance the mission of the AIA:

The AIA promotes archaeological inquiry and public understanding of the material record of the human past to foster an appreciation of diverse cultures and our shared humanity. The AIA supports archaeologists, their research and its dissemination, and the ethical practice of archaeology. The AIA educates people of all ages about the significance of archaeological discovery and advocates for the preservation of the world's archaeological heritage.

Who is an Officer?

The Officers of the AIA are the President, First Vice President, Vice President for Cultural Heritage, Vice President for Research and Academic Affairs, Vice President for Outreach and Education, Vice President for Societies, Treasurer, and Executive Director.

The Regulations provide more information regarding the specific expectations of each Officer:

The **President** shall be the elected head of the Institute and shall exercise general supervision over all the affairs of the Institute. The President shall enforce the provisions of the Act of Incorporation and these Regulations with discretionary power and authority. This person shall be a scholar who will bring distinction to the Institute and shall have a significant record of service to the AIA. (Article IV, Section 5)

The **First Vice-President** shall be a scholar who will bring distinction to the Institute and shall have a record of significant service to the AIA. (Article IV, Section 6)

The **Vice-President for Cultural Heritage** shall have extensive experience in a related academic and/or legal field, and the **Vice-President for Research and Academic Affairs** shall be a senior academic in archaeology or a related field. (Article IV, Section 7)

The **Vice-President for Outreach and Education** shall have experience in public education and/or outreach in archaeology or a related field. (Article IV, Section 7)

The **Vice-President for Societies** shall be or shall have been a Society Trustee or an officer of a local AIA society. (Article IV, Section 7)

The **Treasurer**, who shall have significant financial and business experience, or his or her delegate shall receive and disburse the funds of the Institute under the direction of the Governing Board and shall deposit all funds in the name of the Institute and all securities in such depository or depositories as the Governing Board may designate or approve. (Article IV, Section 8)

The **Executive Director** shall be responsible for the day-to-day administration of the affairs of the Institute under the general supervision of the Governing Board. The Executive Director shall have authority to employ personnel for the Institute, as provided by the Governing Board or Executive Committee, and to terminate the employment of such personnel. The Executive Director shall have full authority, as well as the responsibility, to supervise the work of such personnel. (Article IX, Section 1)

Fiduciary Responsibility

Officers are expected to contribute to the financial stability of the AIA through an annual gift of \$1,000 or more to the Annual Fund. If an Officer was previously a General Trustee, he/she is expected to contribute an annual gift of \$10,000 or more to the Annual Fund. Donate now [here](#). Make a pledge [here](#).

Membership

Officers are expected to maintain an active membership in the AIA. The cost of this membership is independent of their annual gift to the Annual Fund. Join the AIA [here](#). Renew your membership [here](#).

Governing Board Meetings

Officers are expected to attend all Governing Board meetings. The Governing Board typically meets three times a year: winter (usually in conjunction with the Annual Meeting in January), spring (usually late April or early May), and fall (October). The meetings are conducted in person or via video conference. Officers are expected to pay for their own travel and hotel expenses related to attending in-person Governing Board meetings.

Committees

Committees conduct their business by email, teleconference, or video conference. Officers can attend the meetings of any AIA Committee; however, official Committee appointments are made by the President. Officers are assigned to oversee the Committees as follows:

| Officer | Committees to Oversee |
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| President | <ol style="list-style-type: none"> 1. Development Committee 2. Executive Committee 3. Personnel Committee |
| First Vice President | <ol style="list-style-type: none"> 1. American Committee on the <i>Corpus Vasorum Antiquorum</i> 2. Corresponding Members Committee 3. Gold Medal Committee 4. James R. Wiseman Book Award Committee 5. Pomerance Science Medal Committee 6. Program for the Annual Meeting Committee |
| Vice President for Cultural Heritage | <ol style="list-style-type: none"> 1. Conservation and Site Preservation Committee 2. Cultural Heritage Committee 3. Digital Technology Committee 4. Museums and Exhibitions Committee |
| Vice President for Outreach and Education | <ol style="list-style-type: none"> 1. Felicia A. Holton Book Award Committee 2. Jane C. Waldbaum Field School Scholarship Subcommittee 3. Outreach and Education Committee |

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| Vice President for Research and Academic Affairs | <ol style="list-style-type: none"> 1. Anna Marguerite McCann Award for Fieldwork Reports Committee 2. Fellowships Committee 3. Graduate Student Paper Award Committee 4. Publication Subvention Committee 5. Research and Academic Affairs Committee 6. Research Grants Committee 7. Undergraduate Teaching Award Committee |
| Vice President for Societies | <ol style="list-style-type: none"> 1. Hanfmann Lecture Subcommittee 2. Joukowsky Distinguished Service Award Committee 3. Lecture Program Committee 4. Societies Committee |
| Treasurer | <ol style="list-style-type: none"> 1. Audit Committee 2. Finance Committee |