Terms of Reference

Committee Name: Interior Design Advisory Committee (IDAC)  
Type: Standing Committee

Chairperson: LID Voting Member on AAA Council  
Vice-Chair: None

Responsible to: Council  
AAA Administration Support: Appointed by Executive Director

Composition: The committee will have a minimum of five (5) members up to a maximum of nine (9) members:

1. Chair (LID voting member on Council)
2. Past Chair of the committee
3. Up to seven (7) other members. This may include individuals from within the membership of AAA such as:
   • Intern Interior Designer representative from AAA Council
   • Interior Design student representative from AAA Council
   • LID representative from the Practice Advisory Committee
   • LID representative from the Registration Committee
   • Other registered or licensed members
4. The advisory committee may also include an education representative from a CIDA-accredited program recognized within the province.

An ex-officio (i.e. non-voting) administrative liaison will be appointed by the AAA Executive Director (may be the Executive Director or any person from the staff). This liaison will not be counted in the total number of committee members.

Term of Office:  
• The term of Chair is one year, renewable subject to the restriction noted above re: committee term.
• All other committee members serve a two (2) year term. Members may be renewed to a maximum of 3 terms.
• Intern and student members to serve a one (1) year term.

Criteria and Meetings:  
• The committee’s terms of reference and mandates are approved by Council.
• Must meet on a regular basis and at the call of the Chair (minimum of three meetings per year). Meetings may be face-to-face, conference call or other.
• May create ad-hoc sub committees and/or task forces from time to time.
• Reports and information to be submitted as meeting minutes within two (2) weeks of each meeting.
• Committee members will be expected to keep current with what is going on with provincial, national and international interior design associations and bodies to assist the AAA in staying current and relevant.
SPECIFIC AREAS OF RESPONSIBILITY

Mandate: To guide the AAA in providing leadership, advice and feedback on the interior design profession in Alberta.

Deliverables: To be a primary resource to Council to advise and provide recommendations to Council and administration on items that affect the interior design scope and practice within the province of Alberta. These items include:

a. Internship standards
b. Continuing education content and standards
c. Building code issues
d. Issues with authorities having jurisdiction
e. Illegal practice
f. Regulatory issues for interior design
g. Advocacy directions and policies
h. Government relations
i. Member communications
j. Emerging and current trends
k. Coordination with other committees and task forces as required

Any official resolutions or representations must be brought forward to Council for approval.

Approved by Council: November 16, 2017

Proposed Approval / Review Date: Annual review in June or at the request of the IDAC