2023 AIA Component Calendar and Checklist

Find more details on Component Connect (<https://network.aia.org/components/home>) and in the *Component Update* newsletter. Send questions and updates to AnnDorough@aia.org.

FIRST QUARTER

* Speak with non-renewing members to ask about their member experience. If finances are an issue, suggest the Dues Payment Program or dues adjustment, if appropriate.
* Reach out to new graduates and student influencers about 18-month free membership.
* Mark your calendar with the deadline to renew your state nonprofit corporation filing (with your Secretary of State or equivalent).

January

* January 1: New officers’ terms begin at most components.
* January 2: Application period opens for [2023 AIA Trust/Component Grants program.](https://theaiatrust.com/guides/aia-components/component-grants/)
* January 9: Members who have not paid 2022 dues are terminated.
* Mid-January: Registration opens for AIA Leadership Summit.
* January 15: Deadline to submit 2023 Component Accreditation applications
* January 15: Deadline to pay for 2023 membership

February

* Mid-February: Applications open for AIA Component Grants for Emerging Professionals.
* Mid-February: Deadline to submit resolutions to AIA Secretary for [2023 AIA Business Meeting](https://www.aia.org/pages/6560104-2023-annual-meeting)
* February 14-17: AIA Leadership Summit (formerly Grassroots) (Washington, DC)
* Late February: AIA sends Resource Allocation payments for Q4 2022 to components.

March

* Week of March 13: Q1 Leadership Exchange network calls
* March 31: Last day for members to pay 2023 dues before being lapsed

SECOND QUARTER

* Audit of members for 2022 CES requirements begins. Check the audit list for your members who may need help earning their credits.
* Check your CES dashboard to identify which members have not attended your events. Consider reaching out to learn their interests and promote relevant opportunities to them.
* April or May (date TBD) Institute Resource Training (virtual), by invitation only for new chief staff executives at components.

April

* April 1: 25% off prorated dues promotion begins.
* April 3: Deadline to apply for 2023 AIA Trust/Component Grants Program
* April 6: Renewing members who have not paid 2022 dues are lapsed.
* April 7: Membership is officially counted to apportion voting delegates at Annual Meeting.
* Mid-April: Application deadline for AIA Component Grants for Emerging Professionals.
* April 28: Online accreditation of delegates to Annual Meeting opens. Information packets for AIA Annual Business Meeting posted on aia.org. [Details](https://www.aia.org/pages/6560104-2023-annual-meeting).
* April 30: Deadline for members to enroll in 2023 Dues Installment Program

May

* May: Applications open for AIA Gold Medal and several other national awards. [See schedule for these and other awards through the year.](https://content.aia.org/sites/default/files/2022-11/2023_2024_Dates_updated.pdf)
* May 15: Deadline for 501(c)(6) nonprofits to file 2022 federal taxes with the IRS
* Week of May 15: Q2 Leadership Exchange Network: Town Hall with delegates to review business items to be presented at Annual Meeting
* May 19: Online accreditation of delegates to Annual Meeting closes.
* Late May: AIA sends Resource Allocation payments for Q1 2023 to components.

June

* Mid-June: 2024 Institute dues rates are announced. Review your component’s dues rates, and prepare to report your 2024 rates to Membership Operations.
* June 7-10: AIA Conference on Architecture 2023 (San Francisco)
* June 7: AIA Business Meeting (10am-1pm Pacific Time)
* June 30: Dues Installment Program ends for 2023. Final installments are due.

THIRD QUARTER

* After 2023 AIA Annual Business Meeting, amend your component’s bylaws if necessary. Send updated bylaws to AIA Legal and Business Affairs.
* Review strategic plan to determine major goals for 2024.
* Start preparing 2024 component budget.
* Review contracts and vendor agreements. Renegotiate if needed.
* Reach out to emerging professionals with networking or AXP-credit program opportunities.
* Finalize recruitment of 2024 board leaders prior to elections.
* Remind Architect members to complete CES requirements before year’s end. If state renewals fall in December, remind members of CES events. If renewal falls at some other time, send reminders 6 months ahead of that deadline.

July

* July 1: 50% off prorated dues promotion begins.
* July 13-14 (tentative date): Architects in Action 2023 (virtual)
* July: Knowledge Leadership Assembly

August

* August 1: Membership is officially counted for state representative apportionment and Resource Allocation.
* Early August (dates TBD): CACE Annual Meeting (Atlanta)
* August 5-8: ASAE Annual Meeting (Atlanta)
* August 15: Deadline to submit personalized 2024 dues renewal cover letter
* Week of August 21: Q3 Leadership Exchange Network calls
* Late August: AIA sends Resource Allocation payments for Q2 2023 to components.

September

* Mid-September: Women’s Leadership Summit (Boston)
* September 15: Deadline to report 2024 dues rates to AIA Membership Operations
* September 15: Deadline to receive Secretary approval for chapter restructures.
* September 15: Early invoicing for 2024 dues begins.
* September 30: Deadline for audited members to satisfy 2022 CES requirements

FOURTH QUARTER

* Before renewing insurance policies, review your exposure, limitations and premiums.
* If your design awards are digital, get national publicity by sharing winning entries with *AIA Architect*. If your program occurs earlier in the year, notify *AIA Architect* a month before your next awards presentation.

October

* Early October: Deadline to apply for AIA Fellowship
* October 1: New and reinstating member 15-for-12 promotion begins.
* October 1: 2024 Dues Installment Program begins.
* October 15: Deadline to report on election results for Strategic Council state representatives for terms beginning 2024
* Week of October 30: Q4 Leadership Exchange Network calls

November

* November 15: Portal opens for 2023 Component Accreditation Checkup submissions.
* Late November: AIA sends Resource Allocation payments for Q3 2023 to components.

December

* December 13-15: Governance Week for Board and Strategic Council (Washington, DC)
* December 31: Deadline to provide your 2024 Board officer roster to Component Engagement (Note: Accreditation Checkup portal remains open until January 15, 2024.)
* December 31: Final Deadline to Renew 2023 Membership
* December 31: Members under CES audit who have not accrued sufficient credits for 2022 are terminated.