

RAIC Awards – Professional Advisor Role

Updated November 3, 2021

Professional Advisor

The RAIC will appoint a Professional Advisor to act as a fairness monitor and to represent the interests of the submitters/candidates in a neutral manner throughout the jurying process.

The Professional Advisor is a licensed or formerly licensed architect, or a current or retired member of faculty in a college/university architecture program.

The Professional Advisor is supported by RAIC staff who take the primary responsibility for organizing, convening, and managing award submissions and jury meetings; and by the RAIC Awards Advisory Committee, which takes the primary responsibility for identifying jurors and advising on the structure of the awards.

The Professional Advisor shall act as a neutral party. The Professional Advisor shall not be a jury member, shall not have a vote and shall not issue an opinion on the jury's deliberations and decisions.

The Professional Advisor is an ex-officio, non-voting member of the RAIC Awards Advisory Committee.

Duties and Responsibilities of the Professional Advisor:

During calls for submissions, the Professional Advisor shall:

- Become familiar with the Terms of Reference of the Award.
- Serve as a backup to RAIC staff in answering questions in a timely manner during the Call for Submissions process.
- Review all submissions prior to the first jury meeting to ensure that the submissions respect the Terms of Reference of the Award and are fairly evaluated in the course of the jury deliberations.
- Review letters of agreement and confidentiality from all jurors (obtained by RAIC staff) prior to the jury meeting.

During jury meetings, the Professional Advisor shall:

- Attend all jury meetings to review charges to the jury and to assist jurors with questions related to submitted material.
- Collaborate with RAIC staff in the call to order of the jury (including preliminary teleconferences, if required).
- Verify with jury members that all material related to eligible submissions has been reviewed prior to the meeting.

- Ensure that the Terms of Reference of the Award are respected throughout the jury deliberations.
- Advise the jury, when necessary, on procedural issues, including conflicts of interest.
- Work with RAIC staff to collate and confirm jurors' comments on submissions/candidates selected to receive award(s).
- Work with RAIC staff to collate and confirm additional jurors' comments from the jury process.
- Survey jury for recommendations for improvements to the Awards program and general feedback on the quality of submissions.

Following jury meetings, the Professional Advisor shall:

- Provide a written report to the Awards Advisory Committee that includes jurors' comments and recommendations for improvements to the Awards program.

Attachment: Appendix – RAIC Staff Roles and Responsibilities

RAIC Staff Roles and Responsibilities

RAIC staff will take the primary responsibility for organizing, convening, and managing award submissions and jury meetings, including the following:

- Update and distribute call for submissions.
- Schedule and conduct orientation with Professional Advisor to review upcoming awards.
- Prepare and send jury invitation letters.
- Obtain jury biographies and headshots, where required.
- Distribute and collect signed forms, including Declaration of Conflict of Interest, Confidentiality Agreement, Acknowledgement and Acceptance Form.
- Manage questions from submitters, consulting with Professional Advisor as required.
- Organize virtual or in-person jury meetings.
- Review all submissions to ensure eligibility.
- Prepare and distribute MS Excel list of all submissions to Professional Advisor and jury members.
- Provide access to submissions via online platform to the Professional Advisor and jury members for review.
- Convene jury meetings and ensure that all submissions are reviewed and discussed.
- Collect and obtain approval of jury comments specific to award recipients and additional summary comments.
- Prepare and send letters with results of jurying to award recipient(s) and non-recipient(s).
- Obtain Professional Advisor's written report for review/discussion by the RAIC Awards Advisory Committee.