



INDUCTION HANDBOOK

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INTRODUCTION



GLASGOW INSTITUTE OF ARCHITECTS



The Glasgow Institute of Architects (GIA) is the largest Chapter in the Royal Incorporation of Architects in Scotland (RIAS). With over 1200 members located from the Scottish Borders to the islands of Argyll, the chapter covers a diverse membership.

The business of the Institute is run by a Council who sit on various committees covering Architecture People and Places, Communications, Education, Practice/CPD, RIAS Strategy, Conservation and Sustainability. The Council is made up of elected volunteers from the Chapter membership, an Honorary Treasurer and Secretary. A President is elected and serves a two year term, followed by a two year Past President role; other council members sit for three years as voting members.

GIA Council members also serve on RIAS Council and report on issues concerning the Chapter, and RIAS members as a whole. Members can raise issues with their local Chapter for discussions at RIAS.

The Institute administers Student Awards, gifted annually to students in each academic year of both the Glasgow Schools of Architecture, and has since 1979 presented Design Awards to recognise excellence in architecture by Chapter members.

GIA is also responsible for continuing to award a Triennial travelling studentship for young members, now known as the Alexander Thomson Scholarship, which was created by our founding body, the Glasgow Architectural Society, in honour of their onetime President. The award promotes the study of Classical Architecture.

The GIA regularly hosts events such as CPD seminars and building visits for architects and organises workshops, competitions and publications in association with community groups and charitable organisations.

The Glasgow Institute of Architects' main focus is to engage with its members to provide a supporting role and in the promotion of architecture in the Chapter Area.



GIA STUDENT AWARDS



37 YEARS EXHIBITION



GIA AWARD-WINNERS MAP



CONNECTING THE 7 LOCHS WETLAND PARK BRIDGE COMPETITION



GLASGOW 2168 COMPETITION



GIA DESIGN AWARDS



ARCHITECT ALES



EDIBLE ARCHITECTURE



THE BIG MACK BUILD



ALEXANDER THOMSON TRAVELLING SCHOLARSHIP



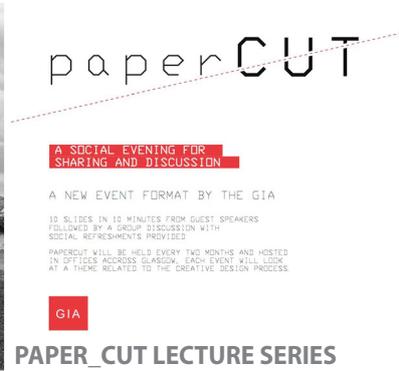
GIA ANNUAL DINNER



GIA CPD SERIES



EOLAS TRAVELLING PAVILLION



PAPER CUT LECTURE SERIES



SUMMER DRINKS NETWORKING EVENT



MIDSTEEPLE IDEAS COMPETITION



RIAS TO RIBA CHARITY CYCLE



GIA CPD BUILDING VISITS



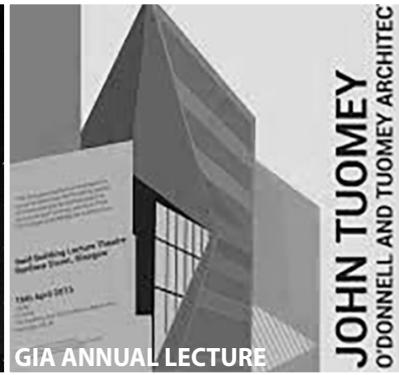
RE-IMAGINING GLASGOW FILM



AGT LEGACY COMPETITION & BOOK



ROYSTON SPIRE COMPETITION



GIA ANNUAL LECTURE

JOHN TUOMEY O'DONNELL AND TUOMEY ARCHITECTS



GIA DISCOURSE EVENTS



SPRINGBURN WINTER GARDENS IDEAS COMPETITION

What we do!

The goal of the GIA is that of the general advancement of Architecture, for the benefit of the general public and the architectural profession. To accomplish this goal, the GIA puts on both annual and 'one-off' events with various focusses to celebrate, engage or highlight issues within the diverse subject of architecture. These are organised by the GIA Council. Some of these are described in further detail below.

Annual & Regular Events

GIA DESIGN AWARDS	Annual design awards to celebrate the best new architecture in the Glasgow area
GIA ANNUAL MEMBERS DINNER	Annual members dinner where the design awards results are announced
GIA STUDENT AWARDS	Annual design awards for students to celebrate the best emerging talent in the chapter area
GIA CPD SERIES	Annual CPD series for professionals covering a variety of topics and subjects
ALEXANDER THOMSON SCHOLARSHIP	Triennial travelling scholarship for students and emerging architects
GLASGOW URBAN DESIGN PANEL	Regular design critique panel chaired by Glasgow City Council on which the GIA sits
PAPER_CUT	An informal discussion series featuring guest speakers presenting on various issues
GIA ANNUAL LECTURE	Annual lecture featuring a prominent architect guest speaker
SUMMER DRINKS NETWORKING EVENT	Annual networking event held jointly with the RICS to facilitate networking across professions

Non-regular / One-off Events

ARCHITECT ALES	Beer brewed by Drygate to celebrate seminal Glasgow architects for the 2016 year of architecture
GIA AWARD WINNERS MAP	Map noting GIA Design Award-winning buildings from the past 37 years
EDIBLE ARCHITECTURE	Cake-bake competition held to engage the public with architecture through food
THE BIG MACK BUILD	Student live-build competition held in conjunction with Glasgow Doors Open Days
LEGACY BOOK	Book featuring a collection of essays from the 2017 Alexander Thompson Scholarship
RIAS TO RIBA CHARITY CYCLE	Charity bike-ride from Edinburgh to London in aid of the Architects Benevolent Society
GIA DISCOURSE EVENTS	Series of events held to determine the future direction of the RIAS and its 5 year plan
ROYSTON SPIRE COMPETITION	Lighting competition for architect's to illuminate Royston Spire
MIDSTEEPLE IDEAS COMPETITION	Ideas competition for architect's to re-imagine the town centre of Dumfries
RE-IMAGINING GLASGOW	A contemporary take on the classic film 'Glasgow 1980', updated by director Chris Leslie

GIA Chapter Area

The Glasgow Institute of Architects is the largest of the five chapters of the Royal Incorporation of Architects in Scotland (RIAS). The other chapters include Edinburgh, Stirling, Dundee and Inverness.

The Chapter area includes the Councils of:

- Argyll and Bute
- Glasgow City
- West Dunbartonshire
- East Dunbartonshire
- Dumfries and Galloway
- East Ayrshire
- East Renfrewshire
- Inverclyde
- North Ayrshire
- North Lanarkshire
- Renfrewshire
- South Ayrshire
- South Lanarkshire

Constitution & Governance

The GIA is governed by the GIA Constitution, which sets out the purpose and governance of the organisation, including the organisation and structure, elected posts, membership criteria and voting rights. The constitution can be downloaded from the GIA website at www.gia.org.uk.

To pass orders of business affecting the overall running of the organisation or pertaining to financial expenditure, the GIA Council holds votes as required. Votes may take place at GIA Council Meetings, or (if time-sensitive and with prior approval of the GIA President) via email. In order for a vote to be passed, a quorum of 9 votes in favour from eligible members is required to be achieved (see section 'Membership of the GIA' for more information).

As a registered charity, the GIA is regulated by the Scottish Charity Regulator (OSCR) to ensure conformance with charity law. The GIA Council Members are trustees of the organisation under charity law and are responsible for running and decision-making of the organisation, and the organisations compliance with the constitution and charity law.

Organisation Structure

The affairs of the Glasgow Institute of Architects are managed by the GIA Council. The GIA Council is made up of elected volunteers who serve on committees, with each committee pertaining to a particular subject area. Each committee is led by a Convenor, who is responsible for the organisation and running of the committee and any events being organised by the committee.

GIA Council members, with the exception of co-opted members, may also stand for election to the posts of President, Vice-President, Treasurer, and Secretary.

Meetings

The GIA hosts and facilitates a variety of meeting types to deal with the organisations activities and commitments:

GIA Council Meetings: The GIA Council meets at least six times a year, including the Annual General Meeting at which elections for the above posts of office are typically held. Members of the GIA Council are expected to attend all Council Meetings.

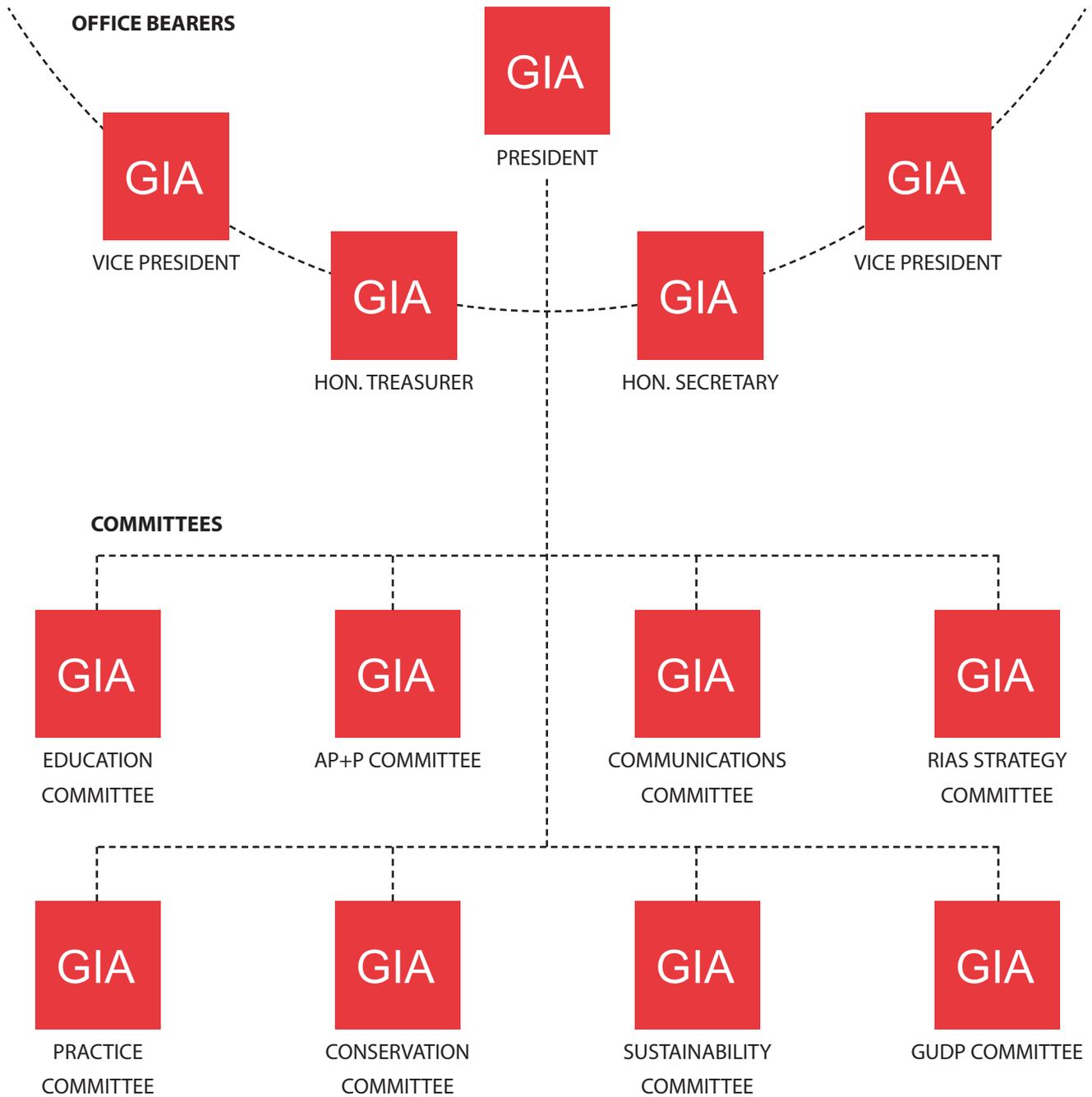
Convenors Meetings: The Convenors of all committees meet atleast bi-monthly with the GIA President and other office bearers to communicate key activities, proposals and concerns. These meetings typically take place 1-2 weeks prior to GIA Council Meetings. GIA Committee Convenors are expected to attend all Convenors Meetings.

Committee Meetings: Each committee holds committee meetings as required to progress activities. These are organised by the convenor of each committee. Committee Members are expected to attend these as required by the relevant Convenor.

Finances

The organisations finances are dealt with by the GIA Treasurer (see GIA Treasurer under 'Roles and Responsibilities'). Budgetary decisions are made by the GIA Council as a whole with the GIA Treasurers guidance, with Full Council Members eligible to vote on budgetary matters (see section 'Membership of the GIA' for more information).

Throughout the course of your day-to-day involvement in the organisation, it may be that reasonable expenses are incurred. These should be referred to the GIA Treasurer along with any receipts, for approval, approval to be sought prior to incurring such expenses.



MEMBERSHIP





MEMBERSHIP OF THE GIA

If you are a member of the RIAS, then you are automatically a member of the GIA.

If you are interested in deciding the direction of the GIA and taking part in the organisation of GIA activities, competitions and events, then you can join the GIA Council. To join the GIA Council you can apply under one of two membership types: Full Membership or Co-opted Membership.

If you are a paying member of the RIAS then you are eligible to become a Full Member with voting rights on the GIA Council.

If you are not an RIAS member or non-chartered member of the RIAS, you are eligible to become a Co-opted Member. There is no limit placed on the involvement Co-opted Members have within the GIA Council, however due to our bye-laws, they are unable to vote on GIA business.

To become a GIA Council member, you will be required to attend a GIA Council Meeting where a vote of eligible members will be held to elect you onto the GIA Council.

As a GIA Council Member you are committing to upholding the values and objectives of the organisation, giving adequate time and attention to the duties placed upon you by the organisation, and acting with honesty and integrity at all times.

GIA Council Full Member

If you are a chartered member of the RIAS then you are eligible to become a Full Member with voting rights on the GIA Council.

The RIAS membership categories which are eligible to join as full member are:

- Member
- Fellow
- Academic

As a full member, you are eligible to vote on GIA business at Council Meetings which will determine the direction of the institute, vote at GIA elections for both elected and supplementary posts (where relevant), and are able to stand for the post of GIA President.

As a result of the above membership criteria, Full Members are always ARB-registered architects and are therefore committed to upholding the values of the Architects Code in full. In addition to this, as a GIA Council Member you are committing to upholding the values and objectives of the organisation, and giving adequate time and attention to the duties placed upon you by the organisation.

GIA Council Co-opted Member

If you are not a chartered RIAS member, or an RIAS member in any capacity, you are eligible to become a Co-opted Member on the GIA Council. There is no limit placed on the involvement Co-opted Members have within the GIA Council, however due to our bye-laws, they are unable to vote on GIA business.

The RIAS membership categories which are covered under co-opted membership are:

- Student
- Associate
- Honorary Fellow
- Affiliate

Also non-RIAS members are covered under Co-opted Membership.

Co-opted Members can also include members from other organisations such as the RICS (Royal Institute of Chartered Surveyors) or LIS (Landscape Institute Scotland).

As a Co-opted Member, you are still able to fully partake in the activities of the GIA Council, however our bye-laws do not permit you to vote on Council business or at any GIA Council elections.

Co-opted Members are expected to uphold the overriding values of the Architects Code, namely acting with honesty and integrity at all times, and declaring any conflicts of interest which may occur throughout you carrying out your duties as a Co-opted Member, as well as committing to upholding the values and objectives of the organisation, and giving adequate time and attention to the duties placed upon you by the organisation.

ROLES & RESPONSIBILITIES





ROLES & RESPONSIBILITIES

Within the GIA Council, there are a number of elected and appointed positions. These are the roles of:

- President
- Vice-President
- Past-President
- Treasurer
- Secretary
- Convenor

Each of these roles bears additional individual and collective responsibilities to those placed on the ordinary GIA Council Member. Collectively, these roles are responsible for the administration of the organisation and the organisation's overall direction and performance, as explained in this section.

Elected Roles

President

The President of the GIA is elected by the GIA membership on an annual basis, for a maximum of two consecutive year-long terms. The post is the most senior within the organisation and is responsible for providing strategic leadership of the GIA Council in the establishment of the organisations goals and plans. The President must be a member of the RIAS and an Architect.

The President is expected to:

- Represent the GIA's interests to the public and external bodies to maintain and enhance the influence of the organisation
- Attend official functions and actively network to maintain and enhance the reputation of the organisation and profession
- Actively contribute to, and liaise with, the RIAS, including the provision of a quarterly update on the organisations business
- Establish the long-term goals of the organisation and relay these to the GIA Council
- Work closely with the GIA Committee Convenors to ensure the approach, activities and budgets are closely aligned
- Preside at all meetings and events of the chapter and provide leadership to the GIA Council and Committees

Past-President

The Past-President of the GIA is the previous individual to have held the role of President. The role is awarded by virtue of inheritance following the end of the sitting Presidents term.

The duties of the Past-President include:

- Preparing the President-elect for the duties of office
- Providing guidance and insight to the sitting President
- Assisting the President with historical matters
- If required, representing the organisation at public and external engagements, should the President be unable to do so

Vice-President

The GIA can have up to three Vice-Presidents during any term. The Vice-President(s) is elected by the GIA membership on an annual basis. There is no stipulation on the number of consecutive terms which can be served. The role of the Vice-President(s) is to support the President in setting the goals of the organisation and stepping-in for the President during absences.

The duties of the Vice-President include:

- Supporting the President in setting and executing the goals of the organisation
- Representing the GIA at engagements, both alongside the President, and in the Presidents absence
- Preside at meetings and events in the Presidents absence
- Attend official functions and actively network to maintain and enhance the reputation of the organisation and profession
- Work closely with the GIA Committee Convenors to ensure the approach, activities and budgets are closely aligned
- Provide administrative support to the President in the organisation of meetings, sponsorship etc for the organisation

Supplementary Roles

Hon. Treasurer

The role of the GIA Treasurer is to provide financial support to the organisation. The role is paid on an a per annum basis, to be agreed at the time of appointment. The role may be combined with the GIA Secretary position.

The duties of the Treasurer include:

- Overseeing the financial affairs of the organisation and ensuring these are legal, constitutional and within accepted practice
- Keeping regular accounts and submitting these to the charities regulator as required
- Monitoring the financial health of the organisation and reporting on this to the GIA Council as required
- Arranging for payments into and from the organisations accounts
- Preparing budgets and monitoring income and expenditure by the various GIA Committees
- Advising the GIA Council on how to carry out its financial responsibilities

Hon. Secretary

The role of the GIA Secretary is to provide administrative support to the organisation. The role is paid on an a per annum basis, to be agreed at the time of appointment. The role may be combined with the GIA Treasurer position.

The duties of the Secretary include:

- Attendance at GIA Council Meetings
- Taking and preparing the GIA Council Meeting Minutes, to be issued within 14 days of the last GIA Council Meeting
- Collate GIA Committee reports from Committee Convenors, to be issued to the GIA Council on the Monday before the GIA Council Meeting.
- Managing the GIA Diary
- Maintaining the GIA online filing system
- Managing membership data in accordance with the General Data Protection Regulations (GDPR)

Convenor

Each Committee of the GIA is led by a Convenor. The role of the Convenor is to set the agenda for each Committee, delegate tasks to the Committee members and feedback to the GIA Council the progress made on tasks. The Convenor is also responsible for the carrying-out of any pre-determined commitments assigned to the Committee, such as the GIA Student Awards by the Education Committee

The duties of Convenors include:

- Setting goals and tasks for the committee and delegating these to relevant committee members
- Attendance at Convenors Meetings, held at least bi-monthly in advance of each GIA Council Meeting
- Providing a report on the activities of their Committee in advance of each GIA Council Meeting
- Inputting into the GIA newsletter and website
- Monitoring the budget of their Committee and reporting to the GIA Treasurer as required

COMMITTEES





COMMITTEES

The Glasgow Institute of Architects' main focus is to engage with its members to provide a supporting role and in the promotion of architecture in the Chapter Area.

Members of the GIA Council sit on various committees covering:

- Architecture People and Places
- Communications
- Education
- Practice/CPD
- RIAS Strategy
- Glasgow Urban Design Panel
- Conservation
- Sustainability

Each GIA Council Member will sit on one of these committees, with the exception of the Treasurer and Secretary. The President is an ex officio member of all standing committees. Each committee is led by a Convenor.

Committees

Communications

Purpose:

The GIA Communications Committee works throughout the year to promote the work of the Glasgow Institute of Architects and to engage its members in the activities of the Institute.

Aims and priorities:

- Redeveloping the GIA website to make a useful resource for our members.
- Improving the frequency and quality of our members newsletter.
- Finding new ways to improve engagement with members across the chapter area.

Core Activities:

- Maintaining and developing the GIA Website.
- Creating and scheduling social posts about GIA activities.
- Co-ordination and promotion of the GIA Annual Design Awards.
- Organisation and promotion of the GIA Annual Members Dinner.
- Producing the GIA Newsletter.

Exceptional Activities:

- Organisation of one-off events, such as the GIA 150 Civic Reception.

Future Plans and Objectives:

- Producing the GIA Annual Design Awards Exhibition.
- Establishing and maintaining a GIA Basecamp for internal communications.

Why join this group?:

- You have the opportunity to use your communications experience to help improve our offering to members.
- You have the chance to work with all GIA Committees to promote the work of the GIA.
- There will be numerous opportunities for hosting and networking at the events that the GIA deliver and support.

Education

Purpose:

The GIA Education Committee works to promote architectural education, the work of architecture students within the Glasgow chapter, and the two schools of architecture within the Glasgow chapter.

Aims and priorities:

- Recognising and promoting the talent and work of architecture students within the Glasgow chapter area.
- Working with architecture schools to provide insights into practice and the workings of the architectural profession.
- Providing opportunities for students of architecture for the study and exercise of their architectural skills.
- Engaging with students across the curriculum to promote interest in the study of architecture as a future career choice.

Core Activities:

- Organisation of the GIA Student Awards.
- The administration of the Alexander Thompson Travelling Scholarship.
- General liaison with the two schools of architecture within the chapter.
- Sponsorship and support of university and student-led events, such as the GSA's InterACT competition.
- Regular team meetings in Glasgow (out of working hours).
- Reporting to GIA Council Meetings (out of working hours).

Exceptional Activities:

- One-off student competitions, such as 2018's Big Mack Live Build Competition.
- Production of exhibitions and publications documenting student work produced for the student awards and Alexander Thompson Scholarship.

Future Plans and Objectives:

- Improving opportunities for engagement with primary and secondary schools.
- Exploring options for engagement in assisting prospective architects in their Part 3 studies.
- Utilising the GIA's unique position as a bridge between education and practice to better share knowledge for architecture students.

Why join this group?:

- You have the opportunity to work with the two schools of architecture within the Glasgow chapter area and the students studying therein and can contribute to the promotion of their work.
- You have the opportunity to be involved in organising student competitions, setting the brief, and organising the judging and announcement of their results, as well as contributing in the production of exhibitions and publications.
- You have the chance to become involved in organising events such as the GIA Student Awards evening.
- You have the opportunity to bring new ideas to the table - we are keen on hearing your suggestions and what you can bring to help us better deliver on our aims and aspirations.

Architecture, People and Places (AP+P)

Purpose:

The GIA Architecture, People and Places Committee was formed in 2008 with the following objective:

“The promotion of Architectural and Urban Design matters that can provide tangible benefit to the wider public.”

Through the committee the GIA can engage meaningfully with National and Local Political leadership, local authorities and other professional groups on matters of policy in relation to architecture and design. The committee also has a particular role in engaging with the wider community. To further this aim the committee can organise Architectural competitions, events and workshops. Since the 2018 GIA AGM this committee has been dormant whilst we try to find a new Committee Convener, the new convener will need to set their own aims and priorities to achieve the committee’s function.

Aims and priorities:

- Engage with National and Local Political leadership, local authorities and other professional groups on matters of policy in relation to architecture and design.
- Undertake activities that engage the wider public with the subject of architecture and design.

Core Activities:

- Paper_Cut discussion series
- Organisation of architectural competitions

Exceptional Activities:

- Organisation of the GIA 150 party at SWG3 in 2018

Future Plans and Objectives:

- To be set by new convener.

Why join this group?:

- If you are interested in joining GIA Council and leading the AP+P Committee, you will have the opportunity to set the direction and build a team around you. Please contact Communications@gia.org.uk to discuss this opportunity in more detail.

Conservation

Purpose:

The GIA Conservation Committee was established in 2018 as a separate entity, having previously been part of the Con/Sust Committee, itself established in 2010. The Committee was established to promote good practice in conservation architecture and to communicate the views of chapter members working in this specialist field to RIAS.

Aims, Priorities & Core Activities:

- Liaise with the public in advising on issues that relate to Conservation Architecture.
- Work with the GIA Council and CPD Committee to review legislation and organise events.
- Encourage and assist chapter members in applying for RIAS Accreditation for Conservation Architecture.
- Liaise with the RIAS Conservation Committee.
- Provide 'Architect in the Hoop' advice on Conservation Architecture.
- Make contacts in and liaise with academic institutions, funding bodies, trade federations and other organisations that have an active role in the following in conserving and maintaining built heritage.
- Lobby Historic Environment Scotland and the Scottish Government on issues as they relate to Conservation Architecture.
- Comment on advice, information and funding initiatives issued by grant awarding bodies.
- Make contacts with other chapters, with the RIAS and RIBA, with other professional organisations and with other special interest groups.

Exceptional Activities:

- This group researched the 150 year history of the GIA and produced a publication making this accessible.

Future Plans and Objectives:

- Support the establishment of young conservation group to encourage participation in conservation amongst younger members of the profession
- Liaise with Historic Environment Scotland in adapting their 'summer school' to be an RIBA accredited conservation course
- Proposed con/sust CPD series focusing on site visits to active sites (2019)
- Proposed CPD sessions to support conservation accreditation
- Better integration of conservation into university curriculums
- GIA have reached out to GCC to discuss the workings of the Heritage and Design sector within Planning

Why join this group?:

- You have an interest in the historic fabric of the GIA area, and its preservation.
- You are a conservation accredited architect, or are thinking about applying for conservation accreditation.
- You are interested in the history of the GIA.

Sustainability

Purpose:

The promotion of Sustainability.

Aims and priorities:

- Ensure sustainability is at the heart of a new RIAS.
- Engage with politicians, the construction industry, local authorities, and other professional groups.
- Encourage schools of learning and the wider public.

Core Activities:

- Promote the RIAS Sustainability Policy (the role of the Built Environment in Creating Social, Economic and Environmentally Sustainable Places).
- Promote the RIAS Sustainability Accreditation.
- Create a sustainable network for GIA members.

Future Plans and Objectives:

- Form new RIAS Sustainability Committee.
- Review RIAS Sustainability Accreditation.
- Ensure Sustainability is correctly recognised in the architectural curriculum.
- Make sustainability a requirement of procurement.

Why join this group?:

- Help limit climate change and combat greenwash.

RIAS Strategy

Purpose:

The GIA Strategy Group (Committee) was established in September 2018 to develop and programme of events that would seek views towards the RIAS, the GIA and aspirations for architecture in Scotland. The group works to capture members - and non-members - views and aspirations for architecture via workshops and questionnaires and feed them into the developing RIAS 5-Year Strategy in 2018 and into 2019.

Aims and priorities:

- To inform and develop the RIAS 5-Year Strategy.
- Ensure that the 5-Year Strategy reflects the views and aspirations of architects and those working within architecture in Scotland.
- Develop a 5-Year Strategy with a vision, aims and objectives that are ambitious, purposeful and deliverable.

Core Activities:

- Arranging a series of 'Discourse' workshops under key themes.
- Collating and assessing feedback and views in relation to the 'Discourse' events and RIAS questionnaire.
- Preparing statements, articles and papers on the developing RIAS strategy.
- Attending bi-monthly meetings at RIAS HQ in Edinburgh (typically during the working day)
- Regular team meet ups in Glasgow (out of working hours).
- Reporting to the GIA Council Meetings (out of working hours)

Exceptional Activities:

- This group was set up specifically to address issues present during an exceptional period in the RIAS' history.
- Other exceptional activities are yet to be established.

Future Plans and Objectives:

- Writing and developing of 5-Year Strategy during 2019
- Establishment of a Chapter-wide Members discussion forum
- Improved web design at RIASHQ and influence over design and content within RIAS Quarterly.
- Chapter-wide CPD opportunities on subject of Social Purpose (akin to Danish model)

Why join this group?:

- You have the opportunity to make and shape the future of architecture in Scotland and set key priorities and actions going forward.
- You get the chance to meet lots of interesting, informed people and learn from them.
- You develop skills in organising events, publishing and communication.
- You can forge a link between the GIA and the RIAS activities and therefore work at both regional and national level.

Practice & Continuing Professional Development (CPD)

Purpose:

The GIA Practice Committee provides educational events to help fulfil the RIAS mandatory CPD requirements, a forum for small practitioners and networking events with other construction professionals.

Aims and priorities:

- To organize worthwhile and stimulating CPD events and building visits
- To provide opportunities for networking
- To inform, inspire and connect people

Core Activities:

- Presentations that cover a range of current interesting, relevant topics, including the RIBA CPD Core Curriculum, all presented by competent experienced speakers.
- Guided tours of completed buildings and construction sites of particular interest.
- Networking events, shared with other disciplines.
- Small Practice Group meetings.

Future Plans and Objectives:

- To expand the reach of the CPD series by organizing events in various locations throughout the Chapter's area.
- To ask for and then act on feedback and proposals from members.

Why join this group?:

- You will have the opportunity to be involved in organising the CPD series and building visits, make suggestions on topics and expert speakers, liaise with the speakers, liaise with other consultants networking groups organise and take part in joint networking events.
- To provide events and a platform where all members can share and discuss practice matters.
- To help organise events that will benefit GIA members and fellow consultants.
- Your contributions and time, whether for 4, 40 or more hours, will be greatly appreciated and will help to deliver the GIA's aims and aspirations and support the members, including student members, practice and CPD needs.
- You will meet many fascinating, interesting and well informed people.

Glasgow Urban Design Panel (GUDP)

Purpose:

The Glasgow Urban Design Panel is jointly coordinated and chaired by City Design, Glasgow City Council and the GIA's GUDP Committee. The panel members are drawn from a range of organisations which seek to provide special expertise to the Design Review process. The GIA undertakes the role of secretariat for the Panel and regularly invite appropriately qualified member architects to review projects and report on the panel findings

Aims and priorities:

- The role of the Glasgow Urban Design Panel (GUDP) is to promote the value of good sustainable design and champion the highest standards in architecture and place-making through the design review of projects in support of GCC. For the GIA's part, this is coordinated and promoted by the GUDP Committee.

Core Activities:

- Organisation of the GUDP in conjunction with GCC.
- Organisation of appropriately qualified member architects, other professionals and clients to review projects and report on the panel findings.
- Preparation of GUDP Project Reports.

Future Plans and Objectives:

- Widen the current membership of the panel.
- Investigation of alternative Design Review formats that can be appropriately applied to projects to adapt the formal structure of Design Review in Glasgow.
- Training for panel members.
- Engagement with other Design Review Panels.
- Investigate the potential for a wider conversation regarding the architecture of Glasgow with the other GIA Committees to encourage a wider debate and contribute to raising the quality of Architecture in the City.

Why join this group?:

- You have the opportunity to meaningfully contribute to the future development of Glasgow.
- Learn skills and improve your understanding of the planning process and context through participation in the Design Review Panel.

COMMITTEMENTS

The background of the page is a close-up, slightly blurred photograph of a stack of numerous papers or documents. The papers are arranged in a way that creates a sense of depth and texture, with various colors like light blue, pink, and white visible. The lighting is soft, and the overall tone is warm and professional.



COMMITMENTS

The Glasgow Institute of Architects has a number of commitments it fulfills on an annual basis. These vary in scope and discipline and are designed to enhance the reputation of the profession to the public, engage with members of the profession and recognise excellence, as well as to promote continuous learning within the profession.

The GIA's core commitments include:

- GIA Design Awards
- GIA Annual Dinner
- GIA Student Awards and associated awards ceremony
- GIA CPD Lecture and site visit series
- Administration of the Alexander Thomson Travelling Scholarship
- Paper_Cut
- GIA Annual Lecture
- Glasgow Urban Design Panel
- Glasgow Building Preservation Trust
- RIAS

GIA Design Awards

The GIA Design Awards are held on an annual basis and recognise the best in architecture being completed within the chapter area, and by architects within the chapter. Projects eligible for entry must either:

- have been constructed within the chapter area within the preceding 12 month period.
- have been designed by an architect or architectural practice based within the chapter area.

There are several categories under which entries can be submitted. The categories are subject to change, as agreed by the GIA Council, however will typically include the following central categories:

- Residential
- Healthcare
- Education
- Small Works (projects under £250,000)
- Leisure / Arts
- Office / Commercial / Industrial / Retail
- Conservation

Projects may also be eligible for receipt of one of the following awards, determined at the discretion of the judging panel:

- “Wood for Good” - an award for the sustainable use of timber
- Sustainability
- GIA Supreme Award

The judging process is typically led by the GIA President. Projects entered for the awards require to be shortlisted, an activity undertaken by the full GIA Council. The shortlist is invigilated by the GIA President and an invited Guest Judge, typically a prominent architect. Shortlisted projects then require to be visited by a judging team. Typically, there is a separate judging team assigned to each category, led by a Head Judge. Following their visits, the judging team are able to assign an award, a commendation, or no award for each project. The results are then invigilated at a meeting of the Head Judges to ensure consistency of approach and quality. Any conflicts of interest a prospective judge may have are required to be declared prior to judging taken place.

If it is felt that no single building merits an award in a particular category, the judging panel can choose not to assign an award. Conversely, if two projects are of exemplar quality, the judging panel may choose to assign more than a single award. It should be noted that judging decisions should not be taken lightly and reflect an objective and substantiated viewpoint on the architectural quality of each proposal. The award winner should reflect the highest standards in architectural design.

The award results are typically announced at the GIA Annual Dinner.

GIA Annual Dinner

The GIA Annual Dinner is typically held during November on an annual basis and serves to celebrate the work of the organisation and announce the winners of the annual GIA Design Awards.

The event has traditionally been a 'black-tie' or 'smart' event, although there has been a recent drive to reduce formality and make the event more relaxed. The venue and date of the event may vary, and has included the likes of Oran Mor and BAaD in Glasgow. The event is typically attended by architects and other built environment professionals, as well as invited guests such as clients.

Organisation of the dinner is led by the Communications Committee and involves the organisation of a large-scale event. Tasks typically include:

- Approaching sponsors for the event, with various levels of sponsorship available (see below)
- Selecting a venue
- Selecting a caterer (if food and drink is not supplied by the venue) and selecting the final meal options
- Organising and promoting ticket sales for the event
- Producing table plans
- Organising relevant table signage ie place names etc
- Approaching a guest speaker (or other after-dinner entertainment)
- Creating a timetable of the running-order for the event
- Updating the website and social media for the announcement of winning entries for the GIA Design Awards
- Organising a photographer

Sponsors of the event have traditionally been suppliers of architectural products, contractors or other organisations involved in the built environment. There are three levels of sponsorship with each sponsorship package bringing further benefits to the sponsor, including display of banners, merchandise, presence in photographs, seats for the invitation of guests etc. The three packages are:

- Gold (main event sponsor)
- Silver (senior sponsor)
- Bronze (junior sponsor)

Prices for the various packages are determined on a year by year basis.

GIA Student Awards

The GIA Design Awards are held on an annual basis and recognise the very best in architecture being completed by students of architecture studying at each of the two Glasgow schools of architecture: the Mackintosh School of Architecture and the University of Strathclyde. The GIA Student Awards portray contemporary and developing trends and considerations in architectural thinking and provide a platform for the architects of tomorrow to have their work and achievements recognised.

The GIA Student Awards are coordinated by the GIA Education Committee. A judging panel, usually led by the Education Convenor will visit each of the schools of architecture to review the work of the student body. An award and up to three commendations may be given for each year group at each of the two schools. The judging panel may also give out the discretionary GIA Special Award for Outstanding Achievement. The criteria for the award is flexible and the award may be used to recognise a particular person, body of work or year group. This prize, if given out, must be chosen from one of the two schools. It cannot be awarded at each school.

The GIA also administer the Holmes Miller Prize (year 3 only) which recognises the best Year 3 student. This prize must be awarded to a student in Year 3 from one of the two schools and coordinated with Holmes Miller Architects. It cannot be awarded at each school.

The judging process is typically led by the Convenor of the Education Committee and is attended by the GIA President. The Education Convenor will assemble a judging panel consisting of GIA Council Members and may also include other invited guests such as architects not serving on the GIA Council. The judging panel will visit each of the two schools to view the degree show output of each school. The Convenor should organise the visit with relevant staff, and staff may choose to present a selection of the students work, however the judging panel are encouraged to look beyond this to ensure a full range of work is reviewed. The results are then invigilated by the GIA President and Education Convenor to ensure consistency of approach and quality. Any conflicts of interest a prospective judge may have are required to be declared prior to judging taken place.

The awards are typically announced at the end of year show at each university.

Following the announcement of the awards, a prize-giving ceremony is held to celebrate the students success. This is organised by the Education Committee and is typically held one evening in October. The venue may vary and the event has been held at House for an Art Lover in recent years.

Tasks for the organisation of the event typically include:

- Selection of a venue
- Approaching sponsors for the event
- Producing a brochure of the award winners work
- Organising catering for the event (if food and drink is not supplied by the venue)
- Inviting a guest speaker (usually a prominent architect) to give a talk at the event
- Organising a photographer for the event

GIA CPD Lecture & Site Visit Series

The GIA CPD Series is held on an annual basis and is designed to facilitate and encourage continuous learning and improvement within the profession. The series generally consists of between 6 and 8 events and will cover several topics:

- GIA Design Award Winners (presentations by the winners of the previous years design awards)
- CDM
- Law and Practice Management
- Sustainability
- Conservation
- Statutory and Professional Issues
- Architectural Design

The CPD Series is organised by the GIA Practice Committee and typically commences in September of each year with events running through into the new year. Events are ticketed individually or alternatively, season tickets which offer an overall discount for the CPD series available. The prices of these may vary and are to be determined by the GIA Council ahead of each annual CPD series commencing. Events are usually sequenced to ensure that those relating to matters of architectural practice, law and CDM are around October and November to assist prospective Part 3 students with their studies.

Tasks for the organisation of the CPD series include:

- Selection of a venue
- Approaching guest speakers for the events
- Organising and promoting ticket sales

In tandem with the CPD series, the GIA Practice Committee organise a series of site visits throughout the year. These are to projects of notable interest and provide an opportunity for architects to visit other sites. Tickets to these events are initially offered to GIA CPD series season ticket holders prior to being opened up to the wider market.

Alexander Thomson Travelling Scholarship

The Alexander Thomson Scholarship is a triennial scholarship aimed at supporting students of architecture in the furtherance of their studies.

The Alexander Thomson Scholarship was established upon the Architect's death in 1875 "for the purpose of providing a travelling scholarship for the furtherance of the study of ancient classic architecture". The scholarship has an illustrious past, and in 1890 the winner was a 22 year old architecture student by the name of Charles Rennie Mackintosh, who used his scholarship on a sketching tour of Europe.

The Glasgow Institute of Architects, as Trustees for the Alexander Thomson Scholarship, are delighted to continue the historic tradition of awarding The Alexander Thomson Travelling Scholarship over 140 years after its inception.

The scholarship is typically awarded through the running of a competition for eligible entrants. The eligibility criteria were amended in 2018 so as to reflect the more diversity of students studying architecture. The competition is traditionally free to enter and is open to all UK-based architects and UK students of architecture who are current students studying towards their Diploma / Masters (or other Part 2 exemption), or who have completed their Diploma / Masters (or other Part 2 exemption) within the last 6 years.

Tasks for the organisation of awarding the Alexander Thomson Scholarship include:

- Liaising with the Alexander Thomson Society to determine the brief for the competition
- Writing the brief
- Approaching guest judges for the judging of the competition
- Advertising the brief on the GIA website and other third party websites
- Collating and validating the eligibility of entries and forwarding these to the judges to ensure the entrants anonymity
- Selecting a single winning entry of the competition
- Formulating press releases with regards to the competition

Following the running of each competition, there has typically been an effort to display the entries in some manner. This has previously taken the form of an exhibition or a book.

Paper_Cut

Paper_Cut is an informal seminar and discussion series. Each event is typically focussed on an architectural topic on which a number of speakers present their views, followed by a discussion between the audience and speakers. Events take place on a bi-monthly basis and may cover a wide variety of topics. The series is organised by the AP+P Committee.

Tasks for the organisation of the Paper_Cut series include:

- Selection of a venue
- Approaching guest speakers for the events
- Organising and promoting ticket sales
- Acting as chair to ensure a fair discussion session

GIA Annual Lecture

The GIA Annual Lecture is held once a year, and has in past years been invariably coupled or de-coupled from the organisations Annual General Meeting. The purpose of the lecture is to give the wider chapter membership the chance to see and hear an eminent architect present their work. Previous speakers have included John Tuomey of O'Donnell Tuomey, and Richard Lavington of Macreanor Lavington Architects. The event is typically led and coordinated by the GIA President in conjunction with other GIA Council members.

Tasks for the organisation of the GIA Annual Lecture include:

- Selection of a venue
- Approaching guest speakers for the events
- Organising and promoting ticket sales

Glasgow Urban Design Panel (GUDP)

The GIA as an organisation is a partner alongside Glasgow City Council in the organisation of the Glasgow Urban Design Panel (GUDP). The GUDP is a non-statutory body which consists of representatives from a number of different bodies and local interest groups, and provides support and assistance to Glasgow City Council by inviting design team members from prominent and impending projects to present to the panel at an early stage in the design process in order to provide constructive discussion and local knowledge to the designers to assist them in the Planning process. The advice given can then be used by the designers to develop their proposals prior to the submission of a Planning Application.

As in any other situations, conflicts of interest must be declared prior to accepting to act as a representative on the panel.

Tasks and commitments involved as a representative of the GIA on the GUDP include:

- Attending the bi-monthly meeting of the GUDP and providing thoughtful and objective input (during office hours).
- Writing of reports which provide formal feedback to the invited attendees.
- Providing feedback and updates to the GIA Council from the GUDP (outside of work hours).

Glasgow Building Preservation Trust (GBPT)

The GIA is an invited representative on the Glasgow Building Preservation Trust. Glasgow Building Preservation Trust is a charity that works to rescue, repair, restore and rehabilitate historic buildings at risk across the city. The Trust also organises the annual Glasgow Doors Open Days Festival in September, which celebrates and promotes the city's architecture and rich built heritage.



Royal Incorporation of Architects in Scotland (RIAS)

The GIA, as a chapter of the Royal Incorporation of Architects in Scotland, has representatives who sit on the RIAS Council. Representatives act as liaisons between the GIA Council and chapter area and the Council of the RIAS.

Tasks and commitments involved as a representative of the GIA on the RIAS Council include:

- Attending the monthly meeting of the RIAS Council and providing feedback from the GIA Council and chapter area (during office hours)
- Providing feedback and updates to the GIA Council from the RIAS Council (outside of work hours)

BRANDING



BRANDING GUIDELINES



The logo and branding of the GIA are extremely important in the projection of a holistic image for the organisation. It is important to ensure conformity and continuity and as such, the following guidelines should be observed in all GIA branding.



Logo and Branding Guidelines

Logo

The logo and branding of the GIA are extremely important in the projection of a holistic organisation. Only the two logo versions shown as full-colour and greyscale, right, should be used on GIA publications, advertising, event literature and marketing material etc.

To ensure the logo is not the victim of aesthetic vandalism, the logo should not be altered or amended in anyway, unless otherwise approved by the GIA Council. As such, the following guidelines must be observed:

- Do not change or alter the font of the text contained within the logo, no matter how close it may appear to the GIA type font.
- Do not change the colours, even if they look similar. Please use the official colour specifications noted below.
- Do not alter the logo to suit a different colour scheme for an event. Use only the approved logos shown on the opposite page.
- Do not resize or change the position of the 'GIA' text within the logo.
- Do not disproportionally resize or crop the logo to fit it into a space. Only resize the logo by maintaining its correct proportions.

Colour Specifications

The predominant GIA colour is red, as illustrated left. The specific choice of red has been carefully selected and must be adhered to throughout all branding.

Other colours which feature throughout the organisations are various shades of grey. These range from block colours to greyscale photographs, and may also appear with black backgrounds.

The official GIA colour scheme does not however preclude the use of other colours if desired, however the GIA logo must remain as per the official specifications.



Full-Colour Logo:

This is the primary logo and should be used wherever possible on GIA publications.



Greyscale Logo:

The greyscale logo version may be used in instances where full-colour printing is not possible.



Black & White Logo:

The greyscale logo version may be used in instances where only black and white block printing is possible.



The logo should not be altered in any way beyond the three approved permutations shown above. It should not be distorted, resized, re-centred or coloured differently.



Colour Number: #e8393e

R = 232

G = 57

B = 62

C = 3%

M = 93%

Y = 79%

K = 0%

Typeface

To protect the GIA brand identity, a single font should be used for consistency. Wherever possible, this should be Myriad Pro, to ensure conformity with other GIA marketing material and branding.

A variety of font weights may be used to ensure flexibility and emphasis to be placed on key words and headings.

Myriad Pro (Bold) is the primary font used for headings and titles.

Myriad Pro (Regular) can be used for regular body text and captions.

Email Footer

All GIA emails sent by GIA Council members, including those sent from official GIA email accounts and those sent from private accounts such as work or personal accounts, should be signed-off with the official GIA email signature, shown right. This should include your name, position within the organisation if a Convenor or other office bearer as well as the official strapline and privacy statement.

Myriad Pro (Bold)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!"£\$%^&*()

Myriad Pro (Regular)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!"£\$%^&*()

[Name]

[Committee or Office bearers position ie Education Committee, President, Secretary, Convenor of the Practice & CPD Committee etc]

THE GLASGOW INSTITUTE OF ARCHITECTS

A chapter of the Royal Incorporation of Architects in Scotland

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