**Knowledge Community Guidelines (Formation, Operation and Sunsetting)**

**1.0 Overview and Preamble**

The Board Knowledge Committee (BoKnoCo) recognizes that it is appropriate for new Knowledge Communities to be established and retired or sunsetted when an area of endeavor or a specific need for new knowledge is identified or changed. This need may take the form of a; 1) completely new area of knowledge, 2) subset within an existing Knowledge Community reaching a critical mass that warrants the creation of a new, stand alone Knowledge Community or 3) the retiring of an existing Knowledge Community due to a change or reduced level of interest in a specific area on knowledge. The following criteria are intended to achieve a balance between the members needs for knowledge and the ability to provide support from AIA national.

**2.0 Process Initiation/Submission Requirements**

**2.0.1 Getting Started**

Interested members of the AIA may submit an “Intent Statement” (IS) that will include the content, purpose, scope (broad and specific) of what the new Knowledge Community will focus upon. This will provide information to the BoKnoCo as to the benefits to the AIA membership and its’ relationship to components, other KC’s and the industry in general. (A template will be provided for the Intent Statement upon request.)

The IS shall be submitted to BoKnoCo for review and consideration of the formation of the first stage (incubator/network) group. BoKnoCo will review the proposal and upon acceptance the new group will enter into the following stages of development:

- **Stage One - (Incubator/Network KC – or I/NKC):** The group will be provided a presence on AIA KnowledgeNet for networking, posting content and membership by AIA members and non-AIA members, and access to the Enterprise Fund process The leadership group will be invited to participate in all KC activities including Grassroots.

- **Stage Two - (Knowledge Community - KC):** This stage is met once the new KC, BoKnoCo and AIA Staff have met and together agreed upon a reasonable threshold for membership, expressions of interest or other criteria that need to be achieved to assure KC viability. The development of the threshold will be based upon the KC focus in both an established or emerging knowledge area and the required support from AIA Staff. It shall also include a dedicated AIA KnowledgeNet webpage, access to an AIA account to allow for carryover of funds from year to year, staff support for “minimum services,” listing on the member invoice and legal expertise for contract review and signing.

In order for the transition from Stage One to Stage Two the Community must accomplish the following:

1. Establish and demonstrate the need for the proposed.  Define why it should be established, and confirm that the knowledge needs are not covered by another Community or could be better provided by this new Community.
2. Describe a clear goal and statement of purpose.  Identify a champion and/or the proposed leadership of the Community.
3. Explain why this sector of knowledge is necessary, how it will be gained, and how it will be shared.
4. Identify connections with local components and potential opportunities for collaboration with other Knowledge Communities.

**2.0.2 Community Formed From Within an Existing Knowledge Community** Members of an existing KC who find that the level of interest and conditions have reached the point where the existing KC cannot meet their needs, may apply for a new KC status that is formed from within an existing KC by:

- **First Stage (Request and Justification):** The interested members of the existing KC that desire to form a new KC shall draft a letter to BoKnoCo of notice of their intent. The letter shall include justification as to why the BoKnoCo should consider the formation of a new KC as well as the required Intent Statement.

Additionally the existing KC from which they are coming from shall provide a letter or document that indicates that they recognize the need and support it, or that they do not see the need and do not support it.

Upon review of the documentation submitted, BoKnoCo will review the request and, if accepted require the new KC to enter into the same multi-stage process outlined above as the First and Second stages of development. Pending Acceptance - BoKnoCo may request additional information to be developed prior to the group being accepted.

**3.0 Knowledge Community Continuation (Annually)** All Knowledge Communities will provide a year-end report summarizing their activities to BoKnoCo through their liaison board members – due date will be November 30. This report, using the KC Expectation as a guide, will - as a minimum - provide the following:

1. Provide a Knowledge Statement – What Knowledge need is this particular KC meeting and how?
2. Identify the Number of Members that are registered with the KC
3. Provide a Program Summary, Projects, White Papers, Conferences held with attendance figures, and other knowledge sharing should be listed. Provide what knowledge was generated and how it was distributed to attendees and others following the conferences.
4. Provide a Listing of Collaborative Programs, Projects and/or Conferences where other KC‘s participated. Please name the KC and indicate their involvement.
5. Inclusion of Bank Statement indicating KC is solvent that all programs have broken even.
6. Provide a 5 Year Plan to benchmark the KC effort, and Provide the steps and process in a year by year plan. In this report the KC should outline how it is reaching out beyond its immediate membership to broaden its contact with AIA’s entire membership and how it plans to increase collaboration across other AIA organizations and/or other groups, businesses, industry or the educational community.

Upon submission of the “Annual Report”, AIA Staff, in collaboration with the KC’s Board Liaison(s ) will make a recommendation to BoKnoCo for continuation, probation, or sunset.

BoKnoCo will review the “Annual Report “and Staff Recommendation, and make any changes either:

1. Approving the continuation of the KC
2. Placing the KC on probation so that over the course of the next year it can either correct the identified problems and deficiencies and continue forward or be sunset.
3. Sunset or retire the KC as described in Section 4.0.

**4.0 Sun-setting or Retiring A Knowledge Community** Sun-setting of a KC may occur for any number of reasons as determined by BoKnoCo and based upon the annual reports. The first step towards sun-setting is that the KC is placed on probation and is encouraged by the BoKnoCo liaison to focus their attention upon the deficiencies noted in the BoKnoCo annual review report. The KC shall be given a specific amount of time to work on the deficiencies based upon the problems and the challenges that the KC faces. In no way will the probation period go beyond three years.

If after the probation period it is found that the KC has not improved the deficiencies the BoKnoCo may recommend to the Board of Directors to terminate and sunset the KC. This will be done by:

a.Providing written notice to the KC AG that they will be sunset at the end of the annual year.

b.All funds within the account will become the property of AIA national and will be used for other KC’s that have requested funding.

c. Membership of the KC shall be notified by the AG that they will no longer be a functioning KC.

1. At the end of that annual year all support will be withdrawn and the presence on Knowledge Net will be terminated. All Knowledge that had been developed will be stored by the AIA in a retrievable format.

Following the sun-setting of a KC, no new KC covering the same Knowledge group may be reformed for a period of two years.