



# **Duties and Responsibilities of the Standing Committees**

The seven (7) commissions shall be composed of their respective standing committees which shall serve as their implementing arm.

Each committee shall be composed of a Chairman, a Vice Chairman, a Secretary, and not more than four (4) members. A committee chairman and members of the standing committees shall be recommended by the Executive Directors, endorsed by the National Executive Vice President and appointed by the National President, subject to confirmation of the National Board of Directors. No member of the National Board of Directors shall be appointed Chairman or member of any standing committee. He may however, be appointed Chairman or member of any special committee created by the National President.

The duties and functions of Standing Committees are as follows:

## **A. COMMISSION ON INTERNAL AFFAIRS**

### **1. Committee on Chapter Organization**

- a. Promotes the objectives of UAP through the organization of Chapters, and
- b. Coordinates the preparation of charter requirements and activities

### **2. Committee on Membership**

- a. Takes charge of all matters concerning membership;
- b. Effects the registration of all registered and licensed architects, as members of UAP;
- c. Maintains an up to date listing of members with their complete personal and professional data;

- d. Sets up criteria to determine and up-date current membership status;
- e. Takes responsibility of authenticating and updating of the UAP roster including information and data on each member such as addresses, telephone numbers, good standing status, residence in the organization, and the like, and
- f. Disseminates information, invitations and activities of UAP to all members especially the Member Emeritus, Honorary Members of the College of Fellows, Senior Members, the Past Presidents and the Likha Awardees.

### **3. Committee on Library and Archives**

- a. Organizes library and archival materials and maintain such for reference of the members; and
- b. Receives all archival materials, documents, and the like, for turnover to UAP.

### **4. Committee on General Welfare**

- a. Renders any lawful and appropriate assistance to its members;
- b. Studies and devises systems and methods of creating job opportunities for available and potential supply of UAP manpower;
- c. Develops programs that will effectively stimulate and create demands from government and private sector in the country and abroad; and
- d. Promotes and develops self-sustaining projects for the general welfare of the membership.

### **5. Committee on Awards**

- a. Prepares programs of incentives in the form of recognition of members; and
- b. Takes charge of all matters regarding granting of awards for services rendered to UAP and the architectural profession.

### **6. Committee on Ways and Means**

- a. Studies and recommend an effective program in the collection of dues and other fees including acceptance of donations and bequeaths;
- b. Keeps UAP in sound financial condition to meet its obligations and finance its projects; and
- c. Generates funds for proper implementation of project subject to the approval of the National Board of Directors.

## **7. Committee on By-laws**

- a. Interprets the provisions of the By-laws;
- b. Provides for referral service concerning these By-laws;
- c. Reports to the Commission on Internal Affairs all actions taken by the committee; and
- d. Studies and recommends proposed amendments as may be necessary subject to the provisions on amendments of these By-laws.

## **8. Committee on Information Technology**

- a. Prepares the Filipino Architect for globalization by providing the tools needed to compete in the global arena.
- b. Helps make the Filipino Architect comfortable with information technology
- c. Addresses the information technology needs of Filipino Architects in the present and the future by providing solutions that are user-friendly, affordable and practical

# **B. COMMISSION ON PROFESSIONAL PRACTICE**

## **1. Committee on Private Practice**

- a. Establishes and promotes the highest standards of and excellence in professionalism of architects in private practice.

## **2. Committee on Government Service**

- a. Promotes the highest standards and excellence of professionalism of architects in government service.

## **3. Committee on Allied Professions and Fields**

- a. Cooperates and coordinate with other allied professions and fields, trade and industries;
- b. Fosters inter-professional relationships and coordination with the allied professions; and
- c. Assists UAP members in pro-active participation.

## **4. Committee on Ethics and Discipline**

- a. Establishes and promotes the highest standards of ethical conduct in the practice and service of the architectural profession;
- b. Continuously endeavors adherence to the Architect's National Code: Code of Ethical Conduct and Standards of Professional Practice; and
- c. Studies and recommends action to the Commission on Professional Practice on cases involving malpractice and unethical conduct of members.

#### **5. Committee on Competition**

- a. Takes charge of matters regarding the execution of architectural competitions.

#### **6. Committee for Construction Disputes (Arbitration)**

- a. Promotes and facilitates the availment of arbitration as a recourse for members faced with problems in construction industry; and
- b. Informs the membership of the existing provisions of the existing laws on Construction Disputes and Arbitration.

#### **7. UAP Green Architecture Movement**

- a. Encourages and promotes the use of green building practices in all construction, remodels, and renovations; and
- b. Provides an opportunity for UAP's interaction with government and private sector in crystallizing programs and projects in relation to the use of green building practices.

### **C. COMMISSION ON GOVERNMENTAL AND EXTERNAL AFFAIRS**

#### **1. Committee on Legislation and Codes**

- a. Studies laws affecting the architectural profession and to propose amendments thereof when necessary;
- b. Proposes new laws and lobby for legislation of bills favorable to the profession of architecture; and
- c. Takes charge of gathering information and data, current codes and legislation for dissemination to the Members;

## **2. Committee on International Affairs**

- a. Establishes affiliation and closer ties with allied organizations abroad through an active correspondence system;
- b. Encourages participation in international conferences, seminars, and other cultural affairs;
- c. Cooperates and coordinates with international organizations in the fields of architecture, environmental design and other fields of arts, science and technology;
- d. Disseminates to the membership relevant information for the active participation in said international activities; and
- e. Coordinates and assists international congress committee on common concern.

## **3. Committee on National and Civic Affairs**

- a. Participates in matters concerning national development of the country;
- b. Develops awareness of the architect in national and civic affairs; and
- c. Promotes and develops architectural leadership in national and civic affairs through cooperation with community and civic organizations.

## **4. Committee on Accessibility**

- a. Coordinates and represents UAP in the inter-agency in the National Commission on Welfare of Disabled Persons (NCWDP); and
- b. Promotes implementation of the provisions of accessibility law in the design of buildings through accessibility talkshop and alike.

## **5. Committee on the World Architecture Day Celebration**

- a. Prepares a program of activities for nationwide celebration of the World Architecture Day; and
- b. Monitors the implementation of the World Architecture Day.

## **6. Committee on the Nationwide Architecture Week Celebration**

- a. Prepares a program of activities for nationwide celebration of the Nationwide Architecture Week; and
- b. Monitors the implementation of the Nationwide Architecture week.

## **7. Committee on Balangkas**

- a. In coordination with other commissions and committees of UAP, provides a venue for discussion of timely and relevant issues affecting the architectural profession in particular and the construction industry in general;
- b. Provides an opportunity for UAP's interaction with government and private sector in crystallizing programs and projects and development of new opportunities for the architectural profession; and
- c. Encourages and assists the organization of Balangkas fora by the Regional District.

## **8. Committee on Environment & Ecology**

- a. Promotes studies and programs concerning ecology and environment, for recommendation to the commission;
- b. Campaigns for environmental protection and preservation through symposia and information dissemination; and
- c. Promotes energy conservation in buildings.

# **D. COMMISSION ON EDUCATION**

## **1. Committee on Research and Academic Institutions**

- a. Establishes and organizes systems of gathering information, data and innovations in the practice of architecture, operates a bank of information; and serves as a data center for the profession;
- b. Conducts research, accumulates and disseminates information and ideas in architecture, environmental design, ecology, technology, culture and other related fields to uplift the standards of architectural education; and
- c. Coordinates with the Council of Architectural Researchers and Educators (ARCHCARE), Council of Heads and Deans of Architectural Schools in the Philippines (CODHASP), and other related institutions and government agencies, e.g. Commission on Higher Education (CHED) in matters concerning research and curriculum development, respectively.

## **2. Committee on UAP-Academe-Industry Linkages**

- a. Establishes linkages among the academic sector, the industry, and the professional practice sectors for the advancement of the architecture profession; and
- b. Promotes extension services to the membership as a result of these linkages.

### **3. Committee on Student Auxiliary of UAP**

- a. Establishes linkages among the academic sector, the industry, and the professional practice sectors for the advancement of the architecture profession; and
- b. Promotes the organization of UAP Student Auxiliaries in schools offering architecture through a coordinated guidance by a UAP Chapter in the locality.

### **4. Committee on Graduate Auxiliary of UAP**

- a. Promotes the organization of apprenticeship systems and procedures for graduates in architecture within UAP crediting auxiliary services for apprenticeship.

## **E. PROFESSIONAL DEVELOPMENT COMMISSION**

### **1. Committee on Professional Development**

- a. Administer and implement the continuing professional development program of the UAP in close coordination with the Special Committee on Continuing Professional Education and the PRBoA.

### **2. Committee on Scholarship and Training**

- a. Implement Post-Baccalaureate Scholarship Program and conduct seminars, diploma courses, and other professional training program in coordination with the Specialty Council.

### **3. Committee on UAP Publications**

- a. The committee shall be responsible for the publication of all literature, learning materials and news publications of the organization such as the Philippine Architect's Journal, UAP Post and others.

## **F. COMMISSION ON CONVENTIONS, EXHIBITS AND AREA ASSEMBLIES**

### **1. Committee on National Convention**

- a. Takes charge of the UAP Annual National Convention; and
- b. Organizes the National Convention Working Committees and supervise promotions for the NATCON to ensure its success;

## **2. Committee on International Conventions**

- a. Coordinates and assists concerns of organizing committees on international conference;
- b. Disseminates timely information on international events/activities for participation of UAP members; and
- c. Coordinates and assist the committee on international affairs on common concerns.

## **3. Committee on Convention Exhibits (CONEX)**

- a. Facilitates planning, organizing, directing, coordinating, and controlling of the long, medium and short range policies of the CONEX;
- b. Properly identify the procedures on how to implement the CONEX's plans and programs;
- c. Responsible, partially or entirely, for the following formulation of guidelines for exhibits and promotion
- d. Meets the required revenue projection of the UAP as indicated in the UAP National Budget duly approved by the National Board of Directors
- e. Streamlines the systems and procedures and/or decentralization of functions with the end in view of rendering faster service of the CONEX without surrendering appropriate controls.
- f. Performs such other powers and functions as may be directed by the National Board of Directors and/or the Office of the National President through the Executive Director as maybe necessary or incidental to its mandate.

## **4. Area Assemblies**

- a. The Area Assemblies are under the full supervision of the Area Vice Presidents. However, the Commission is responsible for the formulation, monitoring and evaluation of the general policies and programs of the Area Assemblies, subject to the approval of the National Board of Directors.

## **G. SENTRO NG ARKITEKTURANG FILIPINO**

- a. Promotes the cultural identity of the Filipino through his architectural heritage;
- b. Encourages and promotes, preserves and conserves Filipino architectural legacies;



- c. Conducts research and development including documentation and publication thereof; and
- d. Provides program for a visionary outlook for the evolution of Filipino architecture into one that is more responsive to and reflective of the needs, dreams, aspirations and temperament of the Filipino people.