

Hours of Operation:

- Monday to Thursday from 8:00 am to 6:00 pm Eastern • Friday from 8:00 am to 5:00 pm Eastern
- Information Services will be provided in English and French
- In provinces with licensing requirements, related inquiries concerning licensing issues will be handled by the provincial affiliate responsible.

AIC staff in Ottawa will carry out the following responsibilities with respect to the management of AIC programs.	Provincial affiliate staff will be responsible for the delivery of the following member services.
<ul style="list-style-type: none"> • Professional development including the AIC Annual Conference, We Value Canada Workshop, content development and distance delivery of the Professional Practice Seminar, Speakers @ Hand Workshops and administration of the continuing professional development (CPD) program. • Training of CRA and AACI written examination markers, Professional Competency Interviewers and instructors for the Professional Practice Seminar. • Accreditation program management including liaison with UBC and other education partners, examiner/grader training and publication of guidelines for implementation by provincial affiliates. • Member database management including implementation of upgrades, co-ordination of training and establishment of data entry protocols. • Billing and collection of national (except NBAREA), provincial and chapter dues. • Management of the Professional Practice system, including Counsellor's office, support to professional practice committees and management of hearing logistics. • Marketing and communications including the AIC web site, <i>Canadian Property Valuation</i> magazine, <i>Communiqué</i>, collateral material, designation certificates, <i>Designated Member Source Guide</i> and exhibiting at stakeholder's national conferences, i.e. CAAMP, FCM. • Support to AIC Board of Directors and Standing Committees, including research and preparation of position papers, meeting logistics, minutes and policy implementation. • Management of services to AACI (Hon.), Associates and international members. • Advocacy including government relations, stakeholder relations, and Advisory Council. • Management of AIC's Annual General Meeting. • Research, including the Professional Profile Survey and member surveys. • Administration of the Research and Development Fund of Appraisal Institute of Canada. 	<ul style="list-style-type: none"> • Administration of policies established by AIC relating to admission, the Applied Experience Program (AEP) and designation requirements. • Processing of applications for Candidate and student membership, including receipt of preliminary dues and database entry. • Processing of applications for enrollment in the Applied Experience Program. • Preparations of Candidate file reviews and written confirmation of outstanding requirements and deadlines. • Processing of Applications for Designation including: <ul style="list-style-type: none"> ▪ Approval of Candidate's application to register for designation examinations. ▪ Management of Designation interviews including processing of application, scheduling, preparation of examiner packages and other administrative support. ▪ Ordering certificates for new designates ▪ Co-ordination of designation ceremony • Maintenance of AIC member files (electronic and paper). • Processing of applications for: <ul style="list-style-type: none"> ▪ Reinstatement ▪ Retirement ▪ Resignation ▪ On Leave (for compassionate reasons) • Delivery of professional development seminars including the Professional Practice Seminar. • Management of provincial affiliate annual general meetings. • Creation and distribution of provincial newsletters or other local publications (print and/or electronic). • Maintenance of provincial association web site content. • Where applicable, support to chapters. • Support to provincial affiliate committees. • Local advocacy.