

October 1st 2023

Dear AIA Members,

First and foremost, I sincerely appreciate the opportunity to be considered as a candidate for 2024/2025 Secretary of the AIA Shanghai/Beijing Chapter. In 2023, I am taking on the role of Communication Director, overseeing the chapter's social media presence and official website. Through this role and EXCO community, I've gained the useful experience and general understanding of secretary work. I'm confident that I can assist the elected officers and serve the members over the next two years to help the chapter continue thriving.

**(My current position and the candidacy of secretary)**

Joining the AIA Shanghai/Beijing has been incredibly meaningful in my career as an architect. Somehow it's an honor for an architect. Last year, 2022, I had the privilege of volunteering for several events hosted by the Shanghai chapter, like "Women in Architecture", "Mental Health Workshop" and "Masters Lecture". The events were masterfully orchestrated and engaging. Through these participations, I've gained valuable experience. So when the opportunity arose this year to serve the communication and media committee, I eagerly applied without hesitation. And I appreciate the president and secretary for entrusting me for this important role.

**(Previous participation and why I love AIA)**

My experience, passion and eagerness to perform shall be invaluable assets to AIA Shanghai/Beijing chapter. With guidance from our president, vice-president, secretary, and fellow volunteers, I have embraced the opportunity to sharpen my media engagement abilities, lead the communication committee, and connect meaningfully with all others. My youthful energy has allowed me to approach each task with an open mind, creative solutions, and tireless dedication.

**(My strength - passion / dedication / eagerness to perform / youthful energy)**

If asked what the most vital aspect of the Secretary role is, my answer is "communication". This entails both external communication (connections) and internal coordination (collaboration). Externally, at times, architects become hyper-focused on their craft and lose sight of transmitting our value to the outside world. One of AIA's core responsibilities is helping architects cross borders and fields. As Secretary, I would assist the elected officers in fulfilling this crucial goal of outreach. Internally, smooth collaboration is key with the many committees and volunteers that make up AIA Shanghai/Beijing. Ensuring all the

moving parts mesh and events progress seamlessly also falls under the Secretary's purview. My strengths in bridging diverse groups and streamlining coordination would serve me well.

(My understanding of the secretary work)

If elected, I am committed to pursuing the following goals:

- Assisting the elected officers to complete the paperwork and administrative duties, such as the monthly EXCO meetings.
- Collaborating closely with all committees to ensure the annual events and series events, such as CDEA / Mentorship / Women in Architecture / Campus Tour / Master Lecture / etc, can be implemented smoothly.
- Expanding external outreach through various medias that showcase our work to fellow architects, other industries, and potential members / sponsors.
- Maintaining relationships with our old friends, like RIBA, ASSC, ULI...Their supports would be the key elements for us to hold these events successfully.
- Last but not least, I will always be there when anyone needs me.

(My goals for the secretary work)

I would like to thank the president, vice-president, volunteers and every member again for their help this year. I really love the AIA family. Whether I am elected or not, I will continue to be a qualified volunteer with my greatest passion.

Best Regards,

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