

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Date Posted:	December 19, 2020
Submit Response by:	January 10, 2020
Committee:	Board of Directors
Location:	Edmonton
Job Title:	Edmonton Director
Job Description:	<ul style="list-style-type: none"> - Act as a bridge for ULI Alberta between its two major cities, Calgary and Edmonton; - Participate in ULI Alberta Management Committee meetings and planning; - Chair monthly Edmonton Committee meetings; - Provide leadership at ULI Events or other occasions promoting the activities of ULI Alberta in Edmonton; - Help create the annual program of work for the ULI Alberta, with consideration to the ULI program focus of that fiscal year; - Ensure that ULI practices, policies and programs are integrated into ULI Alberta's activities and outreach; - Provide ULI Alberta with regular updates on the advancement of the ULI mission within the program of work in Edmonton; - Advise or oversee Chairs and Sub-Committee Chairs in Edmonton, or be actively (individually) responsible for the implementation of the above activities in ULI Alberta; - Act as the key point of contact for Administrative support, both locally in Edmonton, and for ULI Alberta in Calgary; - Work closely with the ULI Alberta Chair and executive committee in overseeing the operations and growth of ULI Alberta.
Requirements:	<ul style="list-style-type: none"> - The Edmonton Director will have actively participated in major work with ULI Alberta and have demonstrated proven leadership skills; - The Edmonton Director will be located in the Edmonton market, and will coordinate the activities of the various volunteer committees; - The Edmonton Director will be a member of the ULI Alberta Board, and along with other Edmonton-based Board members, provide leadership for ULI Alberta's activities in Edmonton.
Skills Required:	<ul style="list-style-type: none"> - Strong communication skills (verbal and written); - Ability to liaise with industry colleagues in a positive and professional manner; - A thorough understanding of and ability to carry ULI's core principles and mandate.

Time Commitment:	4-6 hours per month
Meeting Frequency:	Once a month and as needed
Term:	Two-years, commencing January 2020. An option of extending the term for one year is possible, with the approval of the Governance Committee and the Chair.
Questions/to apply:	Applicants should provide a resume with a brief statement outlining their understanding of ULI Alberta, and reason for interest in the Edmonton Director role. Submissions should be sent to Spryng.kubicek@uli.org

**Must be a ULI member to be eligible*