Urban Land Institute Alberta

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Committee:	Programming Committee - Edmonton
Location:	Edmonton (Reporting to ULI Alberta Board)
Job Title:	Co-Chair Programming Committee (1 position available)
Job Description:	Programming is critical to Urban Land Institute's presence and network in Alberta. Building upon the success of events over the past four years, the Programming Committee creates and delivers events, workshops, project tours, socials and other activities for members and non-members. ULI Alberta is seeking a Co-Chair to help lead and manage this important Committee. Duties include helping to select and organize Committee members, leading the development of programming aligned with the District Council's Strategic Plan, and overseeing the successful delivery of events and activities that both meet membership needs and interests as well as raise the profile of ULI in Alberta. The Co-Chair will support the Committee in obtaining event sponsorship and act as liaison with the Board and other Committees, including Programming Committees in other ULI chapters.
Skills Required:	The Co-Chair candidate must be: a) an experienced industry leader; b) be fully aware of current development, land and other ULI issues and opportunities in Alberta, Canada and internationally; c) have an excellent network that cuts across all categories of ULI membership; d) able to organize, motivate and coordinate volunteer teams; e) act as an unofficial 'ambassador' for ULI in dealings with members and potential members and external stakeholders. Strong communication skills and ability to promote events is required.
Time Commitment:	8 -10 hours per month
Meeting Frequency:	Must organize and moderate one Committee Meeting every 1 -2 months in addition to event attendance. Attend 6 – 7 Board meetings per year (75% attendance is required to remain on the board).
Term:	Two Years
Questions/to apply	To apply please complete your profile in Navigator or complete the application and send it to Spryng.kubicek@uli.org For any questions please email: Spryng.kubicek@uli.org

**Must be a ULI member (or in process) to be eligible*