

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Date Posted:	October 11, 2023
Submit Response by:	November 11, 2023
ULI Board of Directors:	Membership Chair
Location:	Calgary/Edmonton
Job Title:	Membership Chair
Job Description:	<p>This Board position will be instrumental in ensuring that the members of ULI Alberta are maximizing their experience with the organization. This will be achieved by executing on the following:</p> <ul style="list-style-type: none"> • Work with the Council members and Executive Team to identify and recruit industry leaders onto Council; • Reach out and engage with current and future members to ensure experience and value is maximized with their membership; • Work with ULI headquarters and Leadership committee to establish annual goals and KPIs; • Build and lead a Membership Committee of active, involved volunteers to assist in achieving team goals, and work to ensure new members are engaged, active, and getting maximum value out of their membership; • Create strategies, in cooperation with the Leadership Committee and Board, to sustain and augment membership in the Alberta District Council; • Work with the Committee to plan membership-related events throughout the year, and to assist with key programming when needed; • Create written process & best practices to ensure that the committee runs smoothly, and that continuity is ensured when leadership transfers.
Skills Required:	<ul style="list-style-type: none"> • Enjoy networking with industry colleagues; • Understand leadership fundamentals and be able to motivate a small team; • Have strong communication fundamentals (written & verbal) • Look forward to being a part of a smart, motivated, and involved group of real estate professionals!
Time Commitment:	8-10 Hours Per Month
Meeting Frequency:	The membership committee will meet bi-monthly, or as deemed necessary by the Committee Chair / Co-Chairs. The Membership Chair is responsible for setting the schedule and the agenda of the meetings.
Term:	Two years
Questions/to apply:	To apply please complete your profile in Navigator or complete the application and send it to nerveen.osman@uli.org