District Council Leadership FAQ

ULI councils and committees provide member value and deliver the global mission of the organization while fulfilling the goals of the ULI Philadelphia Strategic Plan. Each Co-Chair is expected to help fulfill that mission in the following ways.

What are my main duties as a Co-Chair for my council/committee?

As Co-Chair, you are expected to fulfill the following duties for the duration of your term (2-3 years).

Council Meetings: Co-Chairs are responsible for convening and leading regularly scheduled meeting, which includes: curating meeting content, securing speakers, prepping speakers and creating agendas in coordination with Staff. Chairs may also choose to empower member leaders within the council to curate meeting content.

Programming and Events: Each committee is responsible for at least one program or content product during the fiscal year, which includes sourcing ideas from the Council, generating mission-driven program content, securing speakers, ensuring program financial success through sponsorship or in-kind contributions, maintaining consistent communication with Staff to execute a meaningful program, and following timeline and budget parameters that established by ULI staff (see Program Checklist for details). Chairs may empower member leaders within the council to lead programs or other initiatives (research, policy activities, advisory services etc.).

ULI Stewardship: All Co-Chairs are expected to maintain active ULI membership and abide by the ULI Code of Ethics, as well as attend quarterly Advisory Board meetings and support membership by helping to engage existing members, recruit new members and promote emerging leaders within their respective councils. Chairs are encouraged to support ULI more broadly by participating in activities such as mentorship, sponsorship or attending events.

What does ULI Staff do?

Staff serves as a resource for content, ULI operations and organization and supports council members in fulfilling the ULI mission and delivering member value, including the following duties:

Council Meetings: For regularly scheduled council meetings, Staff will maintain the schedule, official roster and attendance of committees, maintain and bring meeting materials agendas, send out meeting notices and communicate logistics with council members.

Programming and Events: Staff will provide programming checklists and timelines, approve schedules, speakers, sponsors and themes to ensure mission and content consistency; oversee and manage budgets; manage contracts with vendors; oversee production; handle press and media engagement and provide local registration needs and logistical consistency.

General: Staff manages overall follow up, organizes and shares information and assists with cross-council communications and the ULI membership. Staff also disseminates ULI national resources and facilitates national involvement with local programming.

How do I engage other members on my council?

Co-Chairs may decide to create their own Strategic Plan or establish a clear council mission to guide the work of their council. Many councils choose to survey members regularly and have focused planning meetings. Co-Chairs are encouraged to create subcommittees that provide additional leadership opportunities and delegate responsibilities among other council members.

What is the ULI culture?

Chairs are expected to execute leadership roles by being responsive, sharing feedback and ideas, collaborating with other members and taking initiative. Our organization is always thinking about how we can better serve members, deliver our mission, promote our region and encourage regular evaluation of the work that we do. Our work is about fulfilling the ULI mission of promoting best practices in land use, convening diverse groups and facilitating the open exchange of ideas. Lobbying or the appearance of lobbying is not permitted. Finally, this is your valuable volunteer time – we want it to be both meaningful and fun!