

## Who We Are

The Urban Land Institute (“ULI”) is the oldest and largest network of cross-disciplinary real estate and land use experts in the world. ULI is its members—delivering the mission, shaping the future of the industry, and creating thriving communities around the globe.

The Urban Land Institute’s Young Leaders (“YL”) programme is open to all real estate professionals under the age of 35 and provides professionals in the early stages of their career with a unique forum to network with their peers, gain exposure to senior industry professionals and continue their professional education and development. The UK has the largest contingent of young leaders in Europe with 400 of the 700 members.

The UK Young Leaders Committee curates events and content for the Young Leader cohort in the United Kingdom. The committee is made up of professionals across the built environment and land use industry and is chaired / cochaired by Yohance Harper and Imogen Thompson respectively.

## Vision Statement

**The YL Committee seeks to enable innovative and exciting interdisciplinary programming for Young Leaders, to spread knowledge, expand networks and showcase good practice/high-quality conversations happening within the built environment industry.**

The Committee aims to achieve these ambitions by building on the past (how we got here), present (current good practice), and future (innovations and emerging trends) of the land use industry; to create an engaging programme of events and activities to inspire young professionals across the UK. This approach is supported by the wider ULI infrastructure creating a unique forum for the industry leaders of tomorrow to engage with the leaders of today, and to connect local expertise with global knowledge across the entire spectrum of real estate disciplines.

The Committee champions diversity and inclusion within the industry, promoting thought leadership, inclusive innovation, and a land use industry for all.

## Chair and Vice-Chair Roles and Election

### Role Overview

The Chair and Vice-Chair work in tandem to co-lead the Committee and provide a leadership point and liaison with ULI. Both roles involve a significant commitment and dedication to the organisation, and this is a time-consuming role that should not be taken lightly.

The Chairs have a strategic remit over the Committee, tying together great ideas and making sure it fits within the overarching ULI objectives. They will help steer the Committee towards a great programme annually.

The Chairs commit to encouraging great ideas and fostering an inclusive environment within the Committee. While there are no bad ideas, the Chairs have final say over the programming for the Young Leaders, and if something does not fit with the overarching ULI objectives it is the Chairs' duty to work with the Committee to come up with a new idea.

### **Duration of role as Chair**

Every year, the current Chair steps down and the Vice-Chair steps into the Chair role. A Chair role lasts for two years: first, as Vice-Chair (1 year) then as Chair (1 year).

### **Elections of Leadership Roles**

The leadership of the Committee is decided by a combination of application process followed by voting in by Committee. The candidate is applying for a two-year term, the first year being Vice-Chair and the second year as Chair.

In December of each year, a call for applications from existing Committee Members will be announced for leadership nominations. The call will be open for one calendar month, until the first week of January. The nominations will be evaluated within ULI and will be voted on by the ULI Committee based on merit and application.

Once the committee has voted for the next Chair, prior to the results being released, the results will be shared with ULI to have them formally confirm the role. The results will be released at the end of January.

## **How to become a Committee Member**

The Committee wants to encourage new and innovative ideas will take on board new Committee Members when a role is available to fill. The Committee works as a collaborative unit, so regardless of the role, any new Committee Members are expected to participate and share ideas and support for other initiatives ongoing within the Committee.

When a role becomes available, an application form will be available on the ULI website, which will include motivations for joining, years involved in ULI, and a section where the individual will put down their ideas for the open role and a business plan of what they wish to do in the role.

Following the application process and a vote within the Committee, New Committee Members will fill the vacant role.

Wherever possible, a handover process will be arranged between the outgoing and incoming roles, which may include a shadow process of up to 3 months. An online Google Drive file system will also be available, where records of all work undertaken by the committee will be kept.

## Committee Structure and Role Allocation

### Structure and Roles

The committee is structured into 9 volunteer roles, led by a Chair and Vice-Chair and overseen by ULI. The Structure is outlined in Appendix A of this document.

### Annual Re-Application

Every year, the Committee will be evaluated by the current Chairs and ULI internal team to ensure that each role is aligned with the vision of the Committee as a whole. While these roles are voluntary, it is imperative that the Committee is high-functioning, motivated, and dedicated to producing exceptional programming and content for ULI members. As such, if the Chairs and ULI deem any Committee Member to not be meeting the standards required, they have the right to evaluate this as part of the annual re-application process and select the best candidate for the role.

### Duration of Roles

A Committee Member's role within a particular category lasts for one year. The individual may only hold the same role on the Committee for a maximum of 2 years consecutively, with re-application each year – this encourages individuals to apply for different roles, but does allow continuity for specific programming initiatives if the case for this is strong.

### Duration as a Committee Member

A Committee Member may only sit on the Committee for a maximum of 3 years consecutively. This is to encourage the proliferation of new ideas within the Committee and to allow other Young Leaders the opportunity to help shape the Young Leader programme. This does not include years spent as Chair or Vice-Chair.

Following the 3-year term as a Committee Member, the individual can choose to move into a Committee Alumni Group, which will keep in touch with the active Committee and Chairs to act as a source of support and idea generation. This will be held as a separate mailing list by ULI.

## Your Commitment as a Committee Member

Being part of the YL Committee is a great opportunity to contribute your ideas to a global initiative. As a Committee Member, you can make a difference.

The Committee is a small but dynamic group of professionals who volunteer their time to create and roll out programming for Young Leaders across the UK.

### Committee Member Expectations

As a Committee Member, a person commits to:

- Attending all committee meetings unless they have a pre-disclosed (48hrs+ wherever possible) valid reason as approved at the discretion of the Chairs.
- Spearheading their role/remit as part of the committee, and driving forward initiatives for the YL programming.

- Contributing their ideas to the group and collaborating with others.
- Representing ULI to a high standard across their professional networks.

### **Three-Strike Policy for Meeting Attendance**

A three-strike policy for meeting attendance helps to ensure the Committee runs smoothly and that Committee Members are meeting the expectations as a valued contributor to the ULI YL Committee.

Chairs expect all Committee members to attend meetings wherever reasonably possible. Should a Committee Member miss 3 or more meetings without reasons deemed acceptable by the Chairs, the Committee Member will be asked to step away from their role.

## Meeting Structure

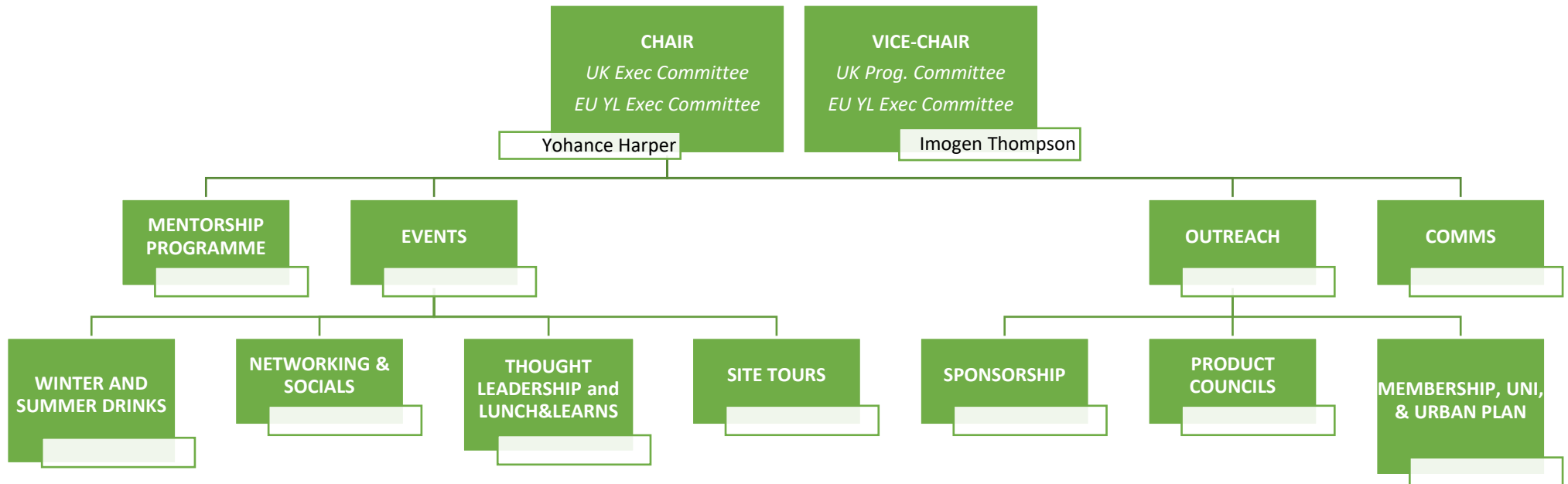
The Committee will hold 12 meetings per calendar year, once per month. These will be scheduled well in advance as much as possible.

Each in-person Committee Meeting will last for 1.5 hours, and each virtual Committee Meeting will last for 1 hour. Virtual attendance for in-person meetings is not encouraged, and needs to be confirmed at least 48 hours in advance and at the discretion of the Chairs.

Meetings will generally be held either in the mornings or at the end of the day. For all meetings at the end of the day, an informal social will be encouraged (but is not mandatory) following.

Meetings will be held in Central London (West End and the City) across a variety of offices.

## Appendix A: ULI UK – Young Leaders Committee Structure



## **ROLE OVERVIEWS:**

### **Mentorship Programme**

Responsible for setting up and managing the mentorship programme throughout the year. Proving the best conditions for high quality engagement between mentors and mentees.

*Suggested number of events: Ongoing, launch event plus continued prep/follow-up*

### **Winter and Summer Drinks**

Responsible for the two large events and associated works including sourcing venues, speakers, funding/sponsorship.

*Suggested number of events: 2 per year*

### **Networking & Socials**

Responsible for smaller networking events for YL membership. This can include networking series of events, stand-alone events, dinners and social events for the Committee.

*Suggested number of events: 4 per year*

### **Thought Leadership: Round Tables and Lunch and Learns**

Responsible for the creation and production of Thought Leadership events and Lunch and Learn sessions, including choosing topics, inviting speakers, and sourcing venues.

*Suggested number of events: 4 TL events per year + 4-6 L&Ls*

### **Site Tours**

Responsible for sourcing site tour options, selecting the best ones, and rolling out a site tour programme for YL membership to sign up to.

*Suggested number of events: 3 per year*

### **Sponsorship**

Responsible for making connections with and securing sponsorship from industry organisations. Recommended to explore the sponsorship structure (Platinum, gold, silver, etc) and see what works best to secure maximum funding for YL events.

### **Product Councils**

Responsible for collaborating with Product Councils to offer Young Leaders more opportunities to engage with PCs and for PCs to run joint events with the Young Leaders.

### **Membership, University, and UrbanPlan**

Responsible for engaging with the next generation and future YL's in order to support industry exposure as well as diversity and inclusion. This role also support membership drives and improving the ULI YL membership pipeline.

### **Comms**

Responsible for steering ULI on the production of more, better comms initiatives that feature Young Leaders. This includes LinkedIn posts, Instagram features, better ways to reach membership, etc.