

## **YLG Executive Committee & Position Descriptions**

### **YLG Executive Committee Overview**

The Young Leaders Group Executive Committee was created to help promote YLG involvement through leadership development and stewardship of ULI. The Executive Committee is a network of both burgeoning and existing leaders in the real estate industry under the age of 35. Executive committee members participate in subcommittees and YLG Representatives to the District Council's Local Product Councils. Through monthly meetings, members exchange ideas and shape the direction and programming for the Young Leaders Group. Executive Committee members are also able to hone skills that help with advancement in their place of business and within the ULI District Council.

### **Overall Expectations**

YLG members who are a part of the Executive Committee are seen as leaders within our District Council and the national organization. As such, certain responsibilities and expectations are in place ensure respect and understanding for the organization, the position, and the involvement of other YLG Executive Committee members.

- Leaders shall review the ULI mission statement, YLG mission statement, and Code of Ethics. Leaders will understand that they are to uphold these values as a member of the organization.
- Leaders shall be expected to attend monthly Executive Committee meetings, exact date to be determined by YLG Vice Chair. Excused absences are only permitted for illness or pre-planned travel. Leadership roles will be reviewed after (2) two unexcused absences.
- Leaders shall attend the kick-off meeting held during the summer.
- Leaders shall commit to, at a minimum, serving (1) one year in their position. Leaders will be asked to sign a contract acknowledging their commitment to the position and volunteer time required to hold the position.

### **YLG Assistant Vice Chair**

Shall support the Vice Chair in his/her duties as requested. Responsibilities include but are not limited to assisting with monthly Executive Committee meeting topics and meeting planning, coordinating with LPC reps to collect memos, speaking with potential new members and managing meeting guest list, sharing about ULI at local university real estate clubs, leading meetings when YLG Vice Chair is unavailable, attending Advisory Board meetings when YLG Vice Chair is unavailable and providing input on YLG programming.

**This is a two-year commitment. The person filling this role will spend the first year as YLG Assistant Vice Chair and roll into the YLG Vice Chair role for the second year.**

### **Local Product Council Representative**

(Capital Markets, Industrial, Multi-Housing – For Rent, Office and Commercial, Housing – For Sale, Women's Leadership)

Local Product Council (LPC) Representatives serve as YLG representation on the various LPC's within the District Council. These YLG members are a part of the LPC and expected to attend the LPC's quarterly meetings. Following these meetings, LPC reps shall prepare a memo and report back to the YLG Executive Committee on their meeting. (It is understood that some of what is shared in LPC meetings includes exclusive details that are not to be shared beyond the meeting itself -- YLG memos can reflect any omissions necessary). YLG Representatives are expected to help in the planning of any events put on by their LPC for either their council or for the District Council at large.

### **YLG Programming**

(Boardroom After Hours, Tours, Workshops, Socials)

ULI is an organization that's focus is education first and foremost. Committee members will work together to put on monthly programs for YLG members that tie in the goals of the District Council's strategic plan. Program types include:

- Boardroom After Hours where YLG members are given the opportunity to sit down with senior level staff in the industry.
- Site tours that give YLG members the chance to walk projects and hear the inside story on new developments.
- Peer-to-Peer Workshops where YLG members provide the knowledge and content to teach other YLGers about various topics.
- Social events where YLG members are given the opportunity to network and learn about various organizations and their impact on the community.

Members of this committee shall work together with district council staff to coordinate the date, venue, speaker, etc. for programs. At least one committee member shall attend every event.

### **Technical Assistance Panel (TAP)**

The Pro Bono Technical Assistance Panel (TAP) brings together a panel of ULI YLG member with expertise in planning, development, and redevelopment of land and the ownership, management, and financing of real property, specifically related to the designated study area for a charitable organization. TAP co-chairs are responsible for working with district council staff to select a non-profit organization with real estate/land use problem and develop a team of YLG members to complete the TAP. Co-chairs will help guide and act as a liaison between the TAP members and the charitable organization. Co-chairs will also help coordinate the presentation and final report for the charitable organization.

### **Building Healthy Places Committee**

The Building Healthy Places (BHP) Initiative leverages the power of ULI's global networks to shape projects and places in ways that improve the health of people and communities. BHP Orange County/Inland Empire creates and implements a comprehensive program of work that emphasizes the connections between health and built environment, serving the local communities of Orange, Riverside, and San Bernardino counties.

### **Student Ambassador**

This role is reserved for current students looking to further educate themselves as well as to establish and/or advance connections within the Orange County/Inland Empire real estate community. In addition to attending the monthly YLG meetings, Student Ambassadors will select four Local Product Council and/or Committee meetings to attend during their year on the YLG Executive Committee. Attending these meetings will give the Student Ambassadors an in-depth peak into current deals and projects as well as allow them to meet representatives from various sectors within the industry. Student Ambassadors will also be given the opportunity to attend ULI OCIE programs and help out the District Council staff in lieu of paying a registration fee.