

ULI District Council Governance Standards: Requirements for District Council Chair, District Council Treasurer, and Chair of Mission Advancement (CMA)

District Council Chair

I. Term of Service: One two-year term, commencing with ULI's fiscal year. An option of extending the term for two one-year renewals is possible, with the approval of the District Council Governance Committee and the ULI Chair.

III. Selection Criteria: Candidate must have:

- a. Demonstrated leadership qualities both locally and national with ULI.
- b. Professional flexibility to consistently provide the time and energy necessary to fulfill the leadership responsibilities
- c. Demonstrated communication skills to articulately and passionately deliver the ULI mission.
- d. Critical fundraising skills, as the District Council Chair is essential to the local sponsorship and fundraising process and should be able to demonstrate through example the potential and ability to raise funds.
- e. Interest and business acumen necessary to manage the financial business and health of the District Council.
- f. Knowledge of the broad program of work of both the District Council and ULI and a commitment to connect both with each other.
- g. ULI Full Member status.

IV. Responsibilities:

- a. Provide overall strategic leadership
- b. Represent the District Council at District Council meetings, retreats, convenings and other events as may be called by ULI.
- c. Represent the District Council at major programs and other community meetings.
- d. Appoint District Council vice chair and leadership, in consultation with Management Committee
- e. Formulate membership of the Advisory Board
- f. Assume responsibility for direction of management of District Council Staff and Contractors (Said individuals have a dotted line responsibility to ULI Executive Vice President of Member Networks)
- g. Oversee the District Council's financial health, in partnership with the Treasurer
- h. Set an annual calendar of activities
- i. Work with ULI senior staff to fulfill the ULI mission and the goals of the District Council

District Council Treasurer

I. Term of Service: Must serve for a term of not less than two years and no more than four years, commencing with ULI's fiscal year.

III. Selection Criteria: The Treasurer should have demonstrated financial management acumen and possess the time to consistently meet with staff and the District Council Chairman and to interact with other ULI staff on an as-needed basis. It would be preferable if he/she was a Full ULI Member.

IV. Responsibilities:

- a. Provide key assumptions for the annual budget based in conjunction with staff input.
- b. Review/approve for submittal the annual budget and forecasts.
- c. Approve expenditures at authorized level.
- d. Provide the District Council with regular updates on the District Council's financial position.

Chair for Mission Advancement

I. Term of Service: Must serve for a term of not less than two years and no more than four years, commencing with ULI's fiscal year.

III. Selection Criteria: The Chair for Mission Advancement should have actively participated in major work at the District Council level and have demonstrated proven leadership skills. It would be preferable if he/she was a ULI Full Member.

IV. Responsibilities:

- a. Act as a bridge between ULI and District Council activities
- b. Help created the annual program of work for the District Council, with consideration to the ULI program focus of that fiscal year.
- c. Ensure that ULI practices, policies and programs are integrated into the District Council's activities and outreach.
- d. Provide ULI and the District Council with regular updates on the advancement of the ULI mission within the program of work of the District Council.
- e. Advise or oversee responsible chairmen or be actively (individually) responsible for the implementation of the above activities in the District Council.