

2022-2023 Council Refresh Instructions

The beginning of each fiscal year is a time to refresh your council roster and to recommit to a full complement of members (55 members minimum per council) for the coming fiscal year. You are encouraged to add new members throughout the year; however, the start of the fiscal year is an opportunity to start the year off strong by adding new members.

Below is a list of documents that will assist in refreshing your leadership and Council rosters. Most of the documents below can be accessed on the Product Council Leadership Resource site, <https://americas.uli.org/product-council-leadership-resources/>, under the Membership & Annual Refresh section. Use your ULI log in credentials to access this site. Council specific documents can be found attached to the email sent by Andrea Schell.

- **Council Class Sheets (PDF)** – this document shows all current members organized by class year, or term date. The class sheet now also includes demographic information on the first page to help give you a more wholistic view of your members.
- **Council Rosters (excel)** – the excel sheet lists your members in alpha order and can easily be sorted using the filter function at the top of each column.
- **Interest List** – This list reflects current ULI members who have expressed interest in joining Councils over the past 18 months. If you need additional information about any of the members, please reach out to Andrea Schell. Click here for more info on what’s included on the Navigator list.
- **Fall 2021 and Spring 2022 Guest List** – this is a combined list of invited guests during the Fall 2020 and Spring 2021 meetings. Only guests (non-speakers) shared with ULI are included on this list.
- **Submission Sheet (excel)** – Use this document to submit all changes to your roster and leadership team. **Please return this document to Andrea Schell by June 24th, 2022**, so we can make the updates as soon as possible. Please keep in mind that you can make additional changes or add new members any time after the submission date.

Best Practices:

- Aim for diversity along every dimension (gender, age, race, professional role, etc.). The world is changing, and multiple perspectives are increasingly important.
- Review guests from the prior year who could potentially make good members. Consider inviting new guests to “try out” as new members.
- Consider one-year appointments if you would like to learn more about a particular prospect.
- Consider the opportunity to mentor one or more rising stars as part of your council’s mission. Appointing a rising star (perhaps a YLG member) willing to assist with the work such as day of logistics. Not only will this be a professional mentoring opportunity, but it will also help the council run better.



- Consider appointing a member from a District Council in an upcoming host city to assist with planning and connect you with interesting projects and venues.
- Ensure your new members are aware of all requirements and obligations of being a Council member. Feel free to provide them with [this document](#) which outlines the basics of Council membership, as well as this document (LINK) which outlines the expectations of Council membership.
- ULI has a variety of programs to help cover some of the costs associated with Council membership that might help when potential new members express concerns about financing their participation. Contact Andrea for a list of opportunities with requirements or go to [Insert PCLR subpage link]
- Product Council meeting budgets are based upon Council member counts, so we encourage you to add members now and before August 1 to ensure your budget reflects the number of members you plan to have ahead of the Fall 2022 meeting.