



MEMORIAL TREE PROGRAM COMMITTEE CHAIR

Job Description

Title: Chairperson

Committee: Memorial Tree Program Committee

Major Duties & Responsibilities:

- Recruit committee members as needed
- Delegate to committee members necessary tasks
- Motivate committee members to accomplish tasks
- Oversee coordination of all tasks to be accomplished for successful community Memorial Tree Program to include program development, budget development, program introduction, tree plantings and maintenance, public relations, each planting ceremony, plaque placement and follow-up.
- Oversee budget
- Say thank you often
- Recognize committee members for job well done

Desirable Qualities:

- Willingness to Serve
- Organizational Skills
- Experience with delegation
- Ability to motivate
- Knowledge of other Memorial Tree Programs

Estimated Time Requirement:

- One year commitment to serve
- One monthly tree board meeting
- Two monthly committee meetings – during development and startup

Person(s) Accountable To:

- Memorial Tree Program Committee members
- Tree Board Chairperson
- Tree Board members

Benefits of Serving:

- Fun
- Leadership development
- A sense of accomplishment
- Knowledge of community residents
- Personal growth and development
- Civic Pride



Memorial Tree Program Committee Checklist

Program details to include:

- Program partners – city departments, nurseries, GFC, civic organization(s)
- Cost of trees
- Types of trees
- Plaques or memorial identification
- Locations for tree plantings

Publicity of program to include:

- Brochure design – visuals and verbiage
- Brochure development – funding and printing
- Brochure distribution
- Speakers' Bureau for Civic Organizations
- Media coverage of announcement of program
- Media coverage for plantings
- Radio/TV Public Service Announcements
- Radio/TV interviews
- Flier with locations and memorials listed
- Press releases
- Photographer(s)

Tree planting to include:

- Tree(s) identification
- Tree(s) purchase
- Tree(s) planting location
- Tree(s) planting preparation
- Tree(s) planting equipment
- Tree(s) planters – persons
- Tree(s) mulching and maintenance

Plaque/Certificate to include:

- Identify plaque retailer/wholesaler
- Select plaque
- Select wording for the plaque with the exception of names
- Agree with plaque provider about price and timeframes
- Design certificate for family members
- Print certificates
- Identify calligrapher to write names on certificates

Administrative activities to include:

- Collection of all available media coverage
- Collection and reporting of data
- Collection and distribution of monies
- Thank you notes
- Evaluations