



TREE BOARD SECRETARY

Job Description

Title: Secretary

Major Duties & Responsibilities:

- Correspond with:
 - National Arbor Day Foundation
 - Georgia Forestry Commission
- Disseminate correspondence to appropriate persons
- Coordinate preparation of:
 - Tree City USA Application
 - Tree City USA Growth Award Application
- Distribute copies to all tree board members
- Familiarize oneself with:
 - Tree Ordinance
 - Tree Board history
 - Community Tree Plan of Work
 - Tree Board Plan of Work
- Tree Board Meetings:
 - Schedule tree board meeting room
 - Send tree board meeting notices and agendas to tree board members
 - Attend tree board meetings
 - Record minutes from tree board meetings
 - Disseminate minutes from tree board meetings to all tree board members
- Goal Setting Session:
 - Schedule tree board goal setting session
 - Send tree board session notices and agendas
 - Attend tree board goal setting session
 - Record minutes from session
 - Disseminate goals and objectives to all tree board members
- Document tree board activities
- Collect articles and media coverage of tree board activities

Desirable Qualities:

- Willingness to serve
- Organizational skills



TREE BOARD SECRETARY cont'd

Estimated Time Requirement:

- One year commitment to serve
- One monthly tree board meeting
- Average 1 hour per week for necessary tasks

Person(s) Accountable To:

- Tree Board Chairperson
- Tree Board members

Benefits of Serving:

- A sense of accomplishment
- Personal growth and development
- Community service
- Civic pride