



ARBOR DAY COMMITTEE CHAIR

Job Description

Title: Chairperson

Committee: Arbor Day 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 Arbor Day Celebration to include event planning, budget development, proclamation, tree plantings, educational programs, public relations, invitations, entertainment 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 past Arbor Day activities

Estimated Time Requirement:

- One year commitment to serve
- One tree board meeting – monthly
- Two committee meetings – monthly from Nov. – Feb.

Person(s) Accountable To:

- Arbor Day Committee members
- Tree Board Chairperson
- Tree Board members

Benefits of Serving:

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



Arbor Day Committee Checklist

Tree planting to include:

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

Arbor Day Proclamation to include:

- Provide draft if requested
- Coordinate picking up of the proclamation
- Coordinate framing of proclamation
- Identify person to read proclamation at ceremony
- Identify person(s) to receive proclamation
- Identify where to hang proclamation

Educational programs to include:

- Youth/adult/both audience
- Information to teach? How to properly plant a tree
How to maintain a tree
- Follow up information? Handouts/Brochures
- Program logistics
- Speakers/Presenters

Arbor Day Publicity to include:

- Radio/TV Public Service Announcements
- Radio/TV interviews
- Press releases
- Photographer(s)
- Identify contacts
- Collect all available press

Invitations to include:

- Design and printing
- List of recipients
- RSVP/regrets
- Postage

Entertainment to include:

- Identify form – singer, band, etc.
- Contact to schedule
- Identify needs of entertainment in advance
- Coordinate entertainment needs – stage, microphones, uniforms

Administrative activities to include:

- Media coverage
- Collection and Reporting of data
- Thank you notes
- Evaluations