



## **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