



TREE BOARD CHAIR Job Description

Title: Chairperson

Major Duties & Responsibilities:

- Serve as tree board contact with City Council

- Attend City Council meetings when necessary:
 - Represent tree board members and activities to City Council
 - Present annual plan of work
 - Present budget requests/expenditures
 - Recommend members for nomination/selection
 - Convey City Council positions back to tree board members

- Serve as tree board contact with:
 - Media
 - Community leaders
 - Citizens

- Memorize/Familiarize oneself with:
 - Community tree ordinance
 - Tree board history
 - Tree City USA application
 - Community tree plan of work
 - Community tree inventory
 - Tree board plan of work
 - Tree board budget

- Communicate regularly with Vice Chairperson and Secretary
 - Work with Vice Chair to schedule meetings and set agendas
 - Run Tree Board meetings
 - Motivate tree board members to accomplish determined goals
 - Monitor tree board activities through appropriate persons/committees
 - Review all Requests for Proposals (RFP) and grant applications sent out for tree board
 - Say thank you often
 - Recognize members for jobs well done

Desirable Qualities:

- Willingness to serve
- Knowledge of community
- Leadership skills
- Experience with delegation
- Ability to motivate



TREE BOARD CHAIR cont'd

- Experience on volunteer boards
- Commitment to community's trees and tree programs

Estimated Time Requirement:

- One year commitment to serve, or as determined in local ordinance
- One monthly tree board meeting
- Average 3 hours per week for necessary tasks

Person(s) Accountable To:

- Tree Board members
- Mayor & Council

Benefits of Serving:

- Fun
- A sense of accomplishment
- Knowledge of community residents
- Personal growth and development
- Community service
- Civic pride