



TREE BOARD VICE CHAIR

Job Description

Title: Vice Chairperson

Major Duties & Responsibilities:

- Work closely with the Chairperson and Secretary

- 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

- Coordinate tree board meetings through appropriate persons
 - Set agenda with Chairperson
 - Run meeting in the Chairpersons' absence
 - Keep meeting on track
 - Schedule presenters/speakers
 - Contact Committee Chairs (if needed)

- Coordinate goal setting session
 - Set agenda with Chairperson
 - Keep meeting on track
 - Schedule/introduce presenters/speakers
 - Serve as contact for session
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- Identify and schedule training for tree board members when needed/possible
- Identify and schedule educational programs for tree board members when needed/possible
- Say thank you often
- Recognize members for jobs well done

Desirable Qualities:

- Willingness to serve
- Ability to work with others
- Knowledge of community
- Organizational skills
- Experience on volunteer boards
- Commitment to community's trees and tree programs



TREE BOARD VICE CHAIR cont'd

Estimated Time Requirement:

- One year commitment to serve
- One monthly tree board meeting
- Average 3 hours per week for necessary tasks

Person(s) Accountable To:

- Tree Board Chairperson
- Tree Board members

Benefits of Serving:

- Fun
- A sense of accomplishment
- Stronger knowledge of community
- Personal growth and development
- Community Service
- Civic pride