



## Sample Job Descriptions for Tree Board Members

**Chair/President** - Serves as tree board contact with city council, attends city council meetings when necessary, represents tree board members and activities to city council, presents annual plan of work, presents budget requests/expenditures, recommends members for nomination/selection, conveys city council positions back to tree board members, serves as tree board contact with media, community leaders and citizens.

Tree board chairs should be familiar with the community tree ordinance, history, Tree City USA application, community tree plan of work, community tree inventory, tree board plan of work and the budget.

The tree board chair should communicate regularly with vice chair and secretary, work with vice chair to schedule meetings and set agendas, run tree board meetings, motivate members to accomplish determined goals, monitor activities through appropriate persons/committees, review all Requests for Proposals (RFPs) and grant applications sent out, say thank you often and recognize members for jobs well done.

**Vice Chair** - Coordinates tree board meetings, sets agendas with the chair, runs meeting in the Chairs' absence, keeps meetings on track, schedules presenters/speakers, contacts committee chairs (if needed), and may coordinate a goal setting session, identify and schedule training and educational programs for tree board members when needed/possible.

**Secretary** - Disseminates correspondence to appropriate persons, may coordinate preparation of Tree City USA application and Growth Award application, distributes copies to all tree board members, schedule tree board meeting room, sends tree board meeting notices and agendas, attends meetings and records minutes, disseminates minutes, documents tree board activities and collects articles and media coverage of tree board activities.

**Arbor Day Committee Chair** – Coordinates a community Arbor Day celebration to include event planning, budget development, proclamation, tree plantings, educational programs, public relations, invitations, entertainment and follow-up. Oversees event budget.

**Memorial Tree Committee Chair** – Coordinates a Memorial Tree Program to include program development, budget development, program introduction, tree plantings and maintenance, public relations, each planting ceremony, plaque placement and follow-up.