



## Board Qualifications Statement (for internal foundation use)

### **1. Mission**

We support scientific discovery and dissemination of new knowledge in the fields of arboriculture and urban forestry.

### **2. Foundation Operations**

The foundation operates with 4 full time and 1 part time staff and President/CEO, with oversight of a Board of 15 Trustees. Members serve 3-year terms, and may serve up to two terms consecutively. The foundation partners with the Chicago Community Foundation for investment purposes, contracts with an accountant to prepare the annual audit and IRS Form 990-PF federal tax return, and an attorney for ongoing legal counsel.

### **3. Board Skills and Experience**

The foundation relies on the board of Trustees for oversight of the organizational management by the President/CEO, an ex-officio board member, who has 25 years of experience in managing and administration of nonprofit organizations. Trustees are familiar with nonprofit finances and budgets, the duty of care and the fiduciary responsibilities of nonprofit boards. Board members are expected to have a basic understanding of how nonprofits operate and evolve over time, so that they fulfill their responsibilities as a TREE Fund Trustee as outlined in the application.

### **4. Board Qualities**

Key qualities valued in board members are: passion for the foundation's mission and for improving arboriculture and urban forestry; commitment to the public interest; ability and willingness to commit to the board's expectations for service; ability to view grant seekers and grantees as partners; impartiality; excellent listening skills; ability to work with other board members as a team; a sense of humor; and the creativity and vision to see beyond current possibilities, and sometimes take considered risks.

### **5. Membership Criteria**

Members must be over 18 years of age. Preference will be given to individuals who have knowledge and expertise related to the foundation's mission.

Candidates must have experience and/or skill in one or more of the following:

- a. Knowledge of foundation's mission
- b. Ability to get funds
- c. Fundraising
- d. Strategic planning



- e. Strategic fund development
- f. Ability to give funds
- g. Ability to recruit volunteers
- h. Marketing/PR
- i. Arboriculture
- j. Business acumen
- k. Urban forestry education
- l. Urban forestry
- m. Governance
- n. Nonprofit finances and budgets
- o. Nonprofit management
- p. Arboricultural education
- q. Nonprofit policies and procedures
- r. Business/Corporate leadership, Owner, Management
- s. Investment
- t. Scientific method
- u. Accounting
- v. Media (print, video, social, etc.)
- w. Environment management
- x. Executive presence
- y. Human Resources
- z. Legal
- aa. Information Systems
- bb. Banking
- cc. Insurance

## **6. Diversity**

The foundation values diversity on its board to ensure that a range of perspectives, opinions, and experiences are incorporated in its work to fulfill its mission.