



## **Tree Research & Education Endowment Fund Policy/Procedure Statement**

Subject: Liaison Committee Policy

Policy No.: 11-BOD

1. Rationale: TREE Fund Liaisons are essential to establish and maintain a sound, dynamic relationship between the officers and members of ISA Chapters and other supporting organizations and the TREE Fund board and staff. TREE Fund Liaisons serve as the primary communications link between the Liaison's supporting organization and the TREE Fund. Liaisons are an essential component of the TREE Fund leadership team and must have the appropriate forums to convey information and issues to their organization and to the TREE Fund.
2. Structure
  - a. Each Chapter will be invited to appoint or elect a TREE Fund Liaison for a term length as specified in the Chapter's bylaws or guiding documents. The Chapter Liaisons make up the TREE Fund Liaison Committee.
  - b. The TREE Fund Liaison Committee referred to as "the Committee" shall elect a Chair and Vice Chair. The successful candidates must be approved by the Board of Trustees.
  - c. The Committee Chair and Vice Chair may serve no more than two consecutive two year terms and must be active members of the Committee.
  - d. The Chair of the Committee shall serve as a voting member at all meetings of the Board of Trustees. The Vice Chair is encouraged to attend the meetings of the Board of Trustees whenever possible. In the event that the Committee Chair cannot fulfill the duties and responsibilities of the position, the Committee Vice Chair shall then serve as the Chair of the Committee with full voting privileges at the meetings of the Board of Trustees until a new election is held and the new Chair is approved.

- e. The Committee shall be a standing committee of the TREE Fund. The Committee shall meet quarterly, using teleconferencing, informal networking meetings at the ISA Annual Conference and an annual meeting in the Fall/Winter.

### 3. Responsibilities

- a. Participate in your organization's Board meetings whenever possible.
- b. Utilize your organization's communications tools (newsletters, website, etc.) to keep the membership informed about current TREE Fund opportunities, events and achievements.
- c. Establish regular, proactive communication with the TREE Fund board and staff regarding relevant opportunities and issues within your organization.
- d. Facilitate the inclusion of a TREE Fund exhibitor booth at your organization's annual conference or meeting. Recruit volunteers to staff the booth at least part-time, and construct a display (using materials furnished by the TREE Fund) that encourages your members to visit the booth and become engaged with the TREE Fund's mission.
- e. Ensure that time is scheduled on the agenda of your organization's general membership program for a TREE Fund staff member or Liaison to present information about current TREE Fund activities.
- f. Assist the TREE Fund Development Committee members and staff with identification and solicitation of potential funding sources and donors within your organization.
- g. Encourage strategic alliances with other stakeholder groups to enlist their support of the TREE Fund.
- h. Assist your organization in reaching its goal in the TREE Fund Chapter Challenge program by involving the membership in fundraising projects such as Tour des Trees, "Raise Your Hand for Research" Auction, local auctions, golf tournaments, etc.
- i. Communicate to the TREE Fund Research Committee research and education topics of special concern to your members.
- j. Encourage past TREE Fund grant recipients to participate in your education programs to communicate research results and the value of TREE Fund-sponsored projects.

- k. Be an advocate for the TREE Fund and arboriculture research and technology transfer in general.

4. Skill Set

- a. Demonstrated commitment to the goals and objectives of the TREE Fund.
- b. Willingness to serve as TREE Fund champion to Chapter Board and membership.
- c. Demonstrated leadership abilities, especially with volunteers.
- d. Experience in fundraising.
- e. Experience with TREE Fund events a plus.

5. Time Requirement

- a. Average time commitment: 4-6 hours per month.
- b. Attendance is expected at conference calls and the annual TREE Fund Liaison Committee meeting, and encouraged at the annual "Raise Your Hand for Research" Auction.
- c. Support of other TREE Fund events when they occur within your organization's sphere of influence is appreciated.

Issued by:

Date revised:

Board Action: December 13, 2011

-or-

TREE Fund Chairman's Signature: \_\_\_\_\_

-or-

President and CEO's Signature: \_\_\_\_\_