



TREE FUND
Cultivating Innovation

TRUSTEE HANDBOOK SECTION THREE: CORPORATE OFFICERS AND EXECUTIVE

INTRODUCTION

TREE Fund's Declaration of Trust states that the Board of Trustees will elect four volunteer officers from among their members to lead the governance function, and will hire a President/CEO to direct the management function, and defined in Section Two of this handbook. The Trustee officer terms are one year, and there is no limit on the number of consecutive years that an officer may serve, so long as he or she is serving as a Trustee. The President/CEO serves at the pleasure of the Board of the Trustees, and is a non-voting *ex officio* member of the Board.

ROLES OF THE CORPORATE OFFICERS

The four elected corporate officers are the Chairman of the Board, the Chairman Elect, the Vice Chairman and the Secretary-Treasurer. Their roles are defined as follows:

- **Chairman of the Board:**
 - Provides leadership to the volunteer Board in determining that the board meets its responsibilities and goals.
 - Serves as chief spokesperson in all Board matters and promotes organization activities aimed at achieving its goals.
 - Chairs the Executive Committee, which is composed of the four Board officers and the President/CEO.
 - Appoints, subject to ratification of the board, standing committee chairs and such special committees as may be deemed necessary to expedite the goals of the organization.
 - Presides in regular and special meetings of the board and its executive committee.
 - Promotes the development of selected volunteers to assume future key leadership roles in the organization and assists current organization leadership in identifying key persons in the community who should be recruited to assist the organization.
 - Serves as primary liaison between the President/CEO and the Board of Trustees, assuring that the internal operations of the organization are conducted effectively and with maximum efficiency toward achieving its stated objectives.
 - Supervises standing committee chairs to assure their functions are being performed.
 - Oversees strategic planning and goal-setting process for the organization and ensures that the committees of the board and staff members work cooperatively so that the planning functions can be accomplished.

- Ensures that periodic performance evaluations take place for board and staff.
- Monitors legal accountability processes of the organization and has signing authority on behalf of the board for financial, audit and legal matters.
- **Chairman Elect:**
 - Supports the Chairman in fulfilling the goals and objectives of the Board of Trustees with an emphasis on planning and overall mission.
 - Available to assume the duties and responsibilities of the Chairman in the event the Chairman is absent or unable to perform the Chairman's duties.
 - Strengthens leadership skills in preparation for assuming the Chairman's role.
 - Attends committee and other meetings as warranted to become familiar with TREE Fund matters in preparation of the Chairmanship.
 - Works closely with the Chairman and President/CEO on existing and future projects to ensure a smooth transition from one year to the next.
 - Serves as a member of the Executive Committee and chairs one other standing committee, as defined by the Chairman.
 - Assists Chairman in promoting the objectives of the TREE Fund.
- **Vice Chairman:**
 - Available to assume the responsibilities of the Chairman Elect in his or her absence.
 - Assists the Chairman in carrying out the functions of the office and the Board, with an emphasis on monitoring ongoing programs and projects.
 - Performs specific duties designated by the Chairman.
 - Serves as a member of the Executive Committee and chairs one other standing committee, as defined by the Chairman.
 - Attends special meetings as directed by the Chairman.
- **Secretary-Treasurer:**
 - Oversees the fiscal affairs of the organization, ensuring that all financial records, audits and records from all meetings are maintained.
 - Serves as Chair of the Finance Committee, and as a member of Executive Committee.
 - Ensures that the organization maintains accurate financial records.
 - Reviews financial status on a regular basis to guarantee fiscal integrity.
 - Makes certain that financial reports are submitted to the board of directors and executive committee on a timely basis.
 - Has signing authority on behalf of the board for financial, audit and legal matters.
 - Oversees the annual budget process.
 - Coordinates communications with Audit Committee to ensure that independent audits are conducted in a timely fashion, with all required tax and legal filings being submitted accurately and on time.

ROLE OF THE PRESIDENT/CEO

The President/CEO is the principal executive of the corporation, and is responsible for guiding TREE Fund in fulfilling its mission per goals and objectives established by the Board of Trustees. The President/CEO is supervised by the Executive Committee, with the Chairman of the Board

serving as the primary liaison between the President/CEO and the Board at large. Specific duties of the President/CEO include:

- **Management and Administration:**
 - Overseeing all organizational programs, services and activities.
 - Developing and implementing procedures to carry out the policies of the Board.
 - Ensuring that TREE Fund complies with all federal, state, and local laws and regulations.
- **Board Relations:**
 - Serving as the Board's executive secretary, or designating other employees to do so.
 - Assisting the Board Chairman in planning the agenda and materials for Board meetings.
 - Ensuring that reports are prepared and distributed to the Board and its committees.
 - Providing appropriate staffing to support Board committees.
 - Assisting the Governance Committee in recruiting new volunteers.
- **Fiscal Management:**
 - Preparing annual budgets that are consistent with Board-approved goals and objectives.
 - Managing and administering the approved budget.
 - Serving as TREE Fund's prime contracting officer, to include administering competitive bid processes for services where appropriate.
 - Submitting timely financial statements to the Board and the Finance Committee.
 - Facilitating the annual financial audit on behalf of the Audit Committee.
- **Personnel Management:**
 - Hiring, training, and supervising the work of all TREE Fund employees and volunteers.
 - Conducting periodic performance evaluations for all employees.
 - Conducting any staff disciplinary and/or termination actions.
 - Determining employee compensation and benefits within a Board-approved annual salary pool presented as part of the annual operating budget.
- **Public Relations:**
 - Serving as TREE Fund's primary public spokesperson.
 - Assisting the Board in the development of organizational messages.
 - Overseeing the preparation and distribution of the TREE Fund's various publications.
- **Grants and Scholarships:**
 - Facilitating the management of both the grant and scholarship processes, from initial requests for proposals through to final reports and payments.
 - Coordinating with the Board of Trustees to determine which grants and scholarships will be awarded from year to year.
 - Developing new grant lines upon receipt of endowed funding to underwrite them.
- **Development:**
 - Directing all fundraising activities, to include annual operations and endowment building.
 - Developing and actively pursuing new and existing funding sources.
 - Developing, administering, and actively promoting a planned giving program.