

IAA Board of Director Job Descriptions

- President
- President Elect
- Vice President
- Past President
- ISA COR Director
- Commercial Director
- Industrial Director
- Municipal Director
- Program Director
- Research Director
- Utility Director
- Treasurer
- Illinois Forestry Development Council Liaison
- TREE Fund Liaison
- Chicago Region Tree Initiative Liaison



Illinois Arborist Association

PO Box 860, Antioch, IL 60002

President

Goal:

To lead the Illinois Arborist Association in accordance with its mission. The Presidential role is the third year of the four-year Presidential track. The four years consists of one-year terms at each of the following four positions: Vice President, President Elect, President and Past President.

Duties:

- Schedule and facilitate BOD meetings (4-6 per year) through face-to-face and conference call.
- Serve on Finance Committee to review and approve annual budgets.
- Convene the Executive Committee whenever the necessity therefore arises, or at the request of any members of the committee.
- Participate in the creation of the IAA's Strategic Plan, when applicable.
- Sign Executive Director's paychecks.
- Co-sign checks that are over \$5000.
- Serve on the Executive Committee.
- Serve as ambassador for the association.
- Appoint chairpersons to standing and Ad Hoc committees.
- Convene a Board of Directors meeting whenever necessary or at the request of any three members of the board.
- Facilitate the Executive Director's performance review in April.
- Moderate the General Session at Annual Conference.
- Mentor the President-Elect for progression through the officer track.
- Work with the Executive Director to provide direction and oversight.
- Attend the ISA Leadership Workshop.
- Participate in the creation of the IAA's Strategic Plan.
- Submit a written article for each newsletter (President's Message).

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership.
- Communicating effectively: electronically (e-mail), verbally and written (President's message).
- Elected through the Presidential track.

Time Commitment:

- One-year term as President.
- Approximately 1-8 hrs/week, plus BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

IAA pays for your ISA Conference and Travel.

President Elect

Goal:

To lead the Illinois Arborist Association in accordance with its mission. The President-Elect role is the second year of the four-year Presidential track. The four years consist of one-year terms at each of the following four positions: Vice President, President-Elect, President and Past-President.

Duties:

- Attend and participate in all BOD meetings (4-6 per year).
- Serve on Finance Committee to review and approve annual budgets.
- Participate in the Executive Director's review process and help implement necessary changes.
- Moderate the General Session at the Annual Conference.
- Participate in the creation of the IAA's Strategic Plan, when applicable.
- Serve on the Executive Committee.
- Attend the ISA Leadership Workshop.
- Assist the President in carrying out the mission of the IAA.
- Assist the President, and in the event of his/her absence or disability, shall perform his/her regular duties.
- Be responsible for supervising any changes to the chapter constitution and by-laws.
- Serve as chairperson of the Donations Committee.
- Serve as ambassador for the association.
- Participate in the creation of the IAA's Strategic Plan.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership.
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- One-year term as President-Elect.
- Approximately 1-2 hrs/month, plus BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Vice President

Goal:

To lead the Illinois Arborist Association in accordance with its mission. The Vice President role is the first year of the four-year Presidential track. The four years consist of one-year terms at each of the following four positions: Vice President, President-Elect, President and Past-President.

Duties:

- Attend and participate in all BOD meetings (4-6 per year).
- Serve on Finance Committee to review and approve annual budget.
- Participate in the Executive Director's review process and help implement necessary changes.
- Participate in the creation of the IAA's Strategic Plan, when applicable.
- To serve on the Executive Committee.
- To chair the Membership Committee.
- Moderate during the Annual Conference.
- Assist the President and President-Elect in carrying out the mission of the IAA and in the event of the absence or disability of both the President and President-Elect, shall perform his/her duties.
- Serve as ambassador for the association.
- Participate in the creation of the IAA's Strategic Plan.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership.
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- One-year term as Vice President.
- Approximately 1-3 hrs/week, which would include time spent attending BOD meetings, committee meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Past President

Goal:

To assist and mentor the President through the officer track. The Past President role is the fourth year of a four-year Presidential track. The four years consist of one-year terms at each of the following four positions: Vice President, President Elect, President and Past President.

Duties:

- Attend and participate in all BOD meetings (4-6 per year).
- To mentor BOD members as needed.
- Serve as an ambassador for the association.
- To recruit potential candidates for the BOD and committee assignments.
- Participate in the Executive Director's review process and help implement changes if necessary.
- Serve on Finance Committee to review and approve annual budget.
- To serve on the Executive Committee.
- To chair the Nominations Committee and fill the ballot.
- Evaluate the strategic plan and monitor for completion of identified milestones.
- Participate in the creation of the IAA's Strategic Plan.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA memberships.
- Communicating effectively: electronically (e-mail), verbally and written.
- Elected through the Presidential track.

Time Commitment:

- One-year term as Past President.
- Approximately 1-2 hrs/month, plus BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

ISA COR Representative

Goal:

Represent all ISA members for the advancement of International Society of Arboriculture (ISA) and act as a liaison between the ISA and the IAA.

Duties:

- Perform as a liaison between the ISA Board and the IAA.
- As a Board Director, you represent all ISA members, not just the IAA. The director has the fiduciary responsibility to act (vote, etc.) in a manner that is in the best interests of the ISA (not any individual component).
- There is one planned meeting per year that you will need to attend; it is before the ISA Annual conference.
- Make the IAA board aware of how ISA can assist with various issues of running the IAA (governance, management, policies, marketing, etc.).
- Report on ISA activities, programs, publications, and changes to the IAA membership through articles in the Newsletter and possibly the web site.
- You will be expected to attend IAA Board meetings and to be an active voting member.
- Encourage more ISA membership within the IAA membership base.
- Be a proponent of ISA to all IAA members.
- Help to solve problems for, or direct, ISA members to whom within the ISA organization can answer a question or solve a problem.
- As a representative, you are encouraged to volunteer for service with at least one ISA Board committee or task force.
- Participate in the creation of the IAA's Strategic Plan.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- IAA Board service (prefer having gone through Presidential track) along with showing an ability to meet commitments and timetables. Problem solving and critical thinking skills are important.
- Have computer access for email and ability to run SharePoint software along with basic computer knowledge.
- IAA and ISA memberships.
- Conduct yourself in a professional manner consistent with the status as a senior representative of the Society.

Time Commitment:

- This is a three-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- There is one CoR meeting a year that takes place a day or two before the start of the ISA annual conference. Preparation for the CoR meeting is critical. Along with this, there will be additional time needed for conference calls and committee commitments.

Team Members:

You ultimately report to all of the ISA membership. Regular reporting is carried out to the IAA Board and the IAA membership.

Additional Benefits:

The IAA will cover your travel expenses along with hotel expenses for the time of the CoR meeting and registration for the ISA Annual Conference. Along with this, you work at a high level of decision-making with association leaders and help to mold the future of our industry.

Commercial Director

Goal:

To lead the Illinois Arborist Association in accordance with its mission.

Duties:

- To become familiar with the prevailing problems of the commercial arborists in the Chapter area and lend its support to the development of solutions to these problems.
- To encourage high standards of workmanship and ethics among various commercial interests.
- Encourage and recruit commercial arborists to become members of IAA.
- Assist in obtaining commercial sponsorships.
- To work on projects or educational functions designed for commercial arborists.
- Attend and participate in all BOD meetings (4-6 per year).
- Participate in the creation of the IAA's Strategic Plan.
- Moderate the commercial session during the IAA Annual Conference.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- This is a two-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Approximately 1 hour per week, which would include time spent attending BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Industrial Director

Goal:

Work with the program committee to ensure that there are vendors to attend and support the IAA Annual conference, and to help secure sponsorship for annual IAA events.

Duties:

- Work with local and national vendors that would have interest in developing a supporting relationship with the IAA.
- Work with attending and non-attending vendors in donating raffle prizes for the annual conference.
- Will assist the Sponsorship Committee in soliciting exhibitors for sponsorship opportunities for the annual and summer conferences, the golf outing and the tree climbing championship.
- Help with the exhibit hall layout by determining best exhibitor booth locations.
- Attend and participate in all BOD meeting (4-6 per year).
- Participate in the creation of the IAA's Strategic Plan.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Be able to identify potential and existing vendors and sponsors who can see the value in working with and supporting the IAA.

Time Commitment:

- This is a two-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Time requirements will mostly fall before the Annual & Summer conferences, starting 6-8 weeks before either conference beginning with the mailings. Attend both conferences to welcome and assist vendors on where to set up.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Municipal Director

Goal:

To lead the Illinois Arborist Association in accordance with its mission.

Duties:

- To become familiar with the prevailing problems encountered in the municipal arboriculture/urban forestry in the Chapter area and lend its support to the development of solutions to these problems.
- To help in hosting and facilitating the North East or North West Municipal Foresters meetings every month except for June, July, August and October and help secure speakers.
- Encourage and recruit municipal arborists to become members of IAA.
- Attend and participate in all BOD meetings (4-6 per year).
- Participate in the creation of the IAA's Strategic Plan.
- Moderate the municipal sessions during the IAA Annual Conference.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- This is a two-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Approximately 1 hour per week, which would include time spent attending BOD meetings and NEMF meetings.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Program Director

Goal:

The overall goal is to promote and advance the education of the IAA members and professionals and others interested in arboriculture and urban forestry. Develop, promote, and hold continuing education events as needed. Be responsive and responsible to membership needs.

Duties:

- Attend and participate in all BOD meetings (4-6 per year).
- Submit newsworthy items to IAA office to publish in the newsletter (as directed by deadline) like pre and post conference articles.
- Lead the program committee meetings from a developed agenda and hold committee meetings as needed (approximately 2-4 one hour meetings per year to develop program agendas).
- Develop Annual and Summer Conference programs in conjunction with program committee.
- Identify, contact and schedule speakers and negotiate fees.
- Submit committee reports and program agendas at BOD meetings. Summer Conference program should be submitted to BOD for review by February meeting and the Annual Conference program for review by the July meeting.
- Recruit program committee members as needed.
- Participate in the creation of the IAA's Strategic Plan.
- Serve as liaison/spokesperson for the IAA with external partners (IDNR and other Green Industry Partners) to promote and advance educational programs.
- Train successor for at least 2 months after they assume the office. Be available after that time for additional questions as necessary.

Requirements:

- Enthusiasm and interest in IAA, ISA and the study of arboriculture and urban forestry.
- Working knowledge of educational programs (educational needs assessment).
- IAA & ISA Membership.
- Communicate effectively: ability to analyze policy, procedures and organizational agendas, ability to discuss these agenda's with BOD and membership.
- Be prepared to participate in BOD meetings and chapter functions.

Time Commitment:

- This is a three-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Approximately 10 hrs/month plus BOD meetings, Annual Conference, Summer Conference.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, and strengthened relationships, fine dining and fun.

Research Director

Goal:

To seek ways and means to initiate and further scientific investigations of the various problems of arboriculture and/or allied and supporting disciplines and shall prepare publications and compile information of interest and value.

Duties:

- To become familiar with the prevailing problems encountered in arboriculture and seek ways to initiate scientific investigations.
- Attend and participate in all BOD meetings (4-6 per year).
- Participate in the creation of the IAA's Strategic Plan, when applicable.
- Provide scientific articles for newsletter quarterly.
- At least one research project per year would be desired. The chair shall prepare an educational exhibit for the Annual Conference. The project timetable should be presented to the BOD prior to the Annual Conference.
- Participate in the creation of the IAA's Strategic Plan.
- Train successor for at least 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- This is a two-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Approximately 1 hour per week, which would include time spent attending BOD meetings and preparing articles and projects.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Utility Director

Goal:

To lead the Illinois Arborist Association in accordance with its mission.

Duties:

- To become familiar with the prevailing problems of the utility arborists in the Chapter area and lend its support to the development of solutions to these problems.
- To encourage high standards of workmanship and ethics among various utility interests.
- Encourage and recruit utility arborists to become members of IAA.
- Assist in obtaining utility and utility contractor sponsorships.
- To work on projects or educational functions designed for utility arborists.
- Attend and participate in all BOD meetings (4-6 per year).
- Participate in the creation of the IAA's Strategic Plan.
- Provide one article per year for the newsletter.
- Moderate the utility session during the IAA Annual Conference.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership
- Communicating effectively: electronically (e-mail), verbally and written.

Time Commitment:

- This is a two-year term elected by the IAA membership via ballot; term begins on day one of the Annual Conference.
- Approximately 1 hour per week, which would include time spent attending BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Treasurer

Goal:

To lead the Illinois Arborist Association in accordance with its mission. The treasurer is responsible for the organization's liquidity, investments, and risk management related to the organization's financial activities. Forecast cash flow positions, related borrowing needs, and funds available for investment. The Treasurer will work closely with the executive committee to ensure appropriate financial systems have been put into place and are constantly followed.

Duties:

- Attends all Board of Directors' meetings.
- Oversees all financial transactions.
- Reports financial overview at each meeting, providing in-depth reports upon request.
- Provides an annual review and report of the past, fiscal year's financial transaction to include profit & loss, balance sheet and investment portfolio.
- Participates in the Strategic Planning meeting.
- Works with the Finance Committee to complete the annual budget to submit to Board of Directors for approval.
- Monitor adherence to the budget.
- Works with the board to set long-range financial goals along with funding strategies to achieve them.
- Serves as the principal liaison between the finance committee and the board.

Requirements:

- Enthusiasm and interest in the IAA, ISA and advancing the arboriculture profession.
- IAA and ISA membership.
- Communicating effectively: electronically (e-mail), verbally and written.
- A person of good judgment, logic, curiosity, and a commitment to accountability and the long-term financial stability of the organization are vital traits.
- Appointed 3-year term.
- The position is subject to a performance review.

Time Commitment:

- Three-year term can be appointed for a second term.
- Approximately 2-5 hrs./month, plus BOD meetings, and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

The presence of a fully engaged finance committee is a strong indication that an organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term.

Illinois Forestry Development Council Liaison

The Illinois Arborist Association (IAA) is a member organization of the Illinois Forestry Development Council (IFDC). The IFDC was created back in 1983 upon passage of the Illinois Forestry Development Act (525 ILCS 15). The 29 members of the Council represent the following interests or groups: woodland owners, farmers, forest/wood products industry, urban forestry, environmental concerns, state and federal agencies, the General Assembly, and the Governor's office. The Council's charge is to identify and evaluate the social, economic, scientific, and educational value of Illinois's forest lands and forest products industries. As a member organization the IAA has one voting member position on the council.

Duties:

- Serve at the principal liaison between the IAA Board of Directors and the IFDC
- Attend IFDC meetings
- Attend IAA Board of Director meetings
- Participate in the IAA Strategic Planning process
- Represent IAA interests at IFDC meetings and vote accordingly
- Provide IAA Board of Directors with reports from IFDC meetings
- Participate in the IFDC Urban and Community Forestry Committee
- Chair the IFDC Urban and Community Forestry Committee as required
- Work to improve the awareness, knowledge around, and quality of urban forestry in the state of Illinois
- Work to foster interest, establish standards, exchange professional ideas and pursue scientific research in Arboriculture

Requirements:

- Enthusiasm and interest in the IAA and the IFDC
- International Society of Arboriculture and Illinois Chapter membership
- Directly involved in Urban and Community forestry in the state of Illinois
- Communicate effectively: electronically (e-mail), verbally and written
- Positive annual performance review by the IAA Board of Directors and IFDC

Time Commitment:

- Three year term, can be appointed for a second term
- Approximately 2-5 hours per month, plus attendance at approximately 18 meetings annually
 - 6 IFDC, 6 IFDC Urban and Community Forestry Committee, and 6 IAA Board of Director

Additional Benefits:

- Involved in state level forestry decisions and oversight with the potential to positively influence the direction of classic and urban forestry across the state
- Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

TREE Fund Liaison

Goal:

The TREE Fund Liaison serves as a critical communication conduit between the TREE Fund and the Illinois Arborist Association (IAA).

Duties:

- Liaisons “friendraise” for TREE Fund by sharing TREE Fund news and research results with the IAA membership.
- Work a TREE Fund booth at the IAA Annual Conference & Trade Show.
- Run TREE Fund Raffle and Reception during the IAA Annual Conference & Trade Show, including soliciting raffle prizes from vendors, selling tickets, recognizing donors, pulling raffle tickets and promoting the TREE Fund.
- Suggests a raffle prize for and attends the TREE Fund After Hours event.
- Encourage members to support the TREE Fund and its activities by connecting with people in their circle of influence.
- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.
- Participate in TREE Fund meetings and provide the IAA Board of Directors with TREE Fund reports from those meetings.
- Participates in the IAA Strategic Planning meeting.

Requirements:

- Enthusiasm and interest in the IAA, TREE Fund and advancing the arboriculture profession.
- IAA and ISA membership
- Communicating effectively: electronically (e-mail), verbally and written.
- At all times, the Liaison is expected to conduct themselves in a professional manner consistent with their status as a senior representative of the association.
- The Liaison is expected to attend all TREE Fund meetings. When traveling to attend a meeting for or on behalf of the IAA, the IAA will provide travel reimbursement as is spelled out in the IAA Travel Policy.
- No other person, other than the duly elected Liaison may act as an official representative of the IAA to the TREE Fund without formal approval from the IAA Board of Directors.

Time Commitment:

- This is a three-year term appointed by the IAA President with approval of the Board of Directors with the ability to run no more than two consecutive terms.
- Approximately 2-5 hours per month, which would include time spent attending BOD meetings, educational programs and chapter functions.

Additional Benefits:

Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun.

Chicago Region Trees Initiative Liaison

The Illinois Arborist Association (IAA) is a key partner of the Chicago Region Trees Initiative (CRTI). The Chicago Region Trees Initiative (CRTI) is a collaborative partnership for coordinated action on key issues facing trees in the Chicago region. As a key partner the IAA sits on the Executive Advisory Council for the organization and is charged with steering the critical efforts of CRTI.

Duties:

- Serve at the principal liaison between the IAA Board of Directors and CRTI
- Attend CRTI Executive Advisory Council meetings
- Attend IAA Board of Director meetings
- Participate in the IAA Strategic Planning process
- Represent IAA interests at CRTI Executive Advisory Council meetings and vote accordingly
- Provide IAA Board of Directors with reports from CRTI Executive Advisory Council meetings
- Participate in the CRTI topic driven work groups
- Work on key issues facing trees in the Chicago region
- Work to foster interest, establish standards, exchange professional ideas and pursue scientific research in Arboriculture

Requirements:

- Enthusiasm and interest in the IAA and CRTI
- International Society of Arboriculture and Illinois Chapter membership
- Work in the Chicago Region of the state
- Communicate effectively: electronically (e-mail), verbally and written
- Positive annual performance review by the IAA Board of Directors and CRTI

Time Commitment:

- Three-year term, can be appointed for a second term
- Approximately 2 hours per month, plus attendance at approximately 16 meetings annually
 - 4 CRTI Executive Advisory Council, 6 CRTI Task Group, and 6 IAA Board of Director

Additional Benefits:

- Involved in Chicago regional efforts around trees and urban forestry with the potential to positively influence the direction and success of those efforts
- Raised awareness of profession, inspirational fulfillment, personal satisfaction, develop new friendships, recognition, increased knowledge, self-improvement, personal contacts, new experiences, strengthened relationships, fine dining and fun