



## Tree Board Member Job Description

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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## Tree Board Member Job Description

**Reference Number:** MTAS-1371

**Responsibilities:** Develop, keep current, and help facilitate a plan to develop, conserve and care for the urban forest resources of the city.

**Qualifications:** Resident of the city with an interest in and knowledge of trees and related resources and their relationship to the human and physical environment of the city.

**Activities:**

- Develop and/or review annually and update as necessary a comprehensive community forestry plan.
- Assess the community urban forest situation using some type of inventory to determine short- and long-range program goals and objectives.
- Review, in cooperation with the city forester, annual plans for the city's urban forestry program.
- Advise the mayor, city council, and various departments on matters concerning trees and related resources.
- Inform residents on matters concerning the betterment of trees and related resources in cooperation with the city forester.
- Coordinate or conduct special projects for the betterment of the urban forest. Such projects should be included in annual plans.
- Keep abreast of current trends and issues in urban forestry through appropriate training and development.

Examples of tasks, roles and responsibilities for a tree board member:

- Strategic planning: SWOT Analysis — What are the strengths, weaknesses, opportunities and threats to the city's urban forestry programs? This external scan will provide a snapshot of the city's current urban forestry condition and can be used as a catalyst to provide a long- range plan.
- Adopting an urban forestry management plan.
- Requesting appropriations from city council to fund urban forestry projects.
- Hiring an arborist.

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