



# FLORIDA URBAN FORESTRY COUNCIL

## EXECUTIVE COMMITTEE INFORMATION PACKAGE

**JOIN OUR EXECUTIVE COMMITTEE!**

**Our mission** is to promote the value, enhancement and sound management of urban forests through leadership, collaboration, guidance, and education.

**Our dream** is that all local governments will have community forestry programs that support and sustain diverse and well-managed forests. This effort will be professionally executed and incorporated into comprehensive land-use plans. The urban forest will be recognized as a valuable asset that contributes to the social, economic and environmental vitality of the communities in which we live.

## ABOUT FLORIDA URBAN FORESTRY COUNCIL (FUFC)

The Florida Urban Forestry Council is a tax exempt 501(c)(3) organization, incorporated under Florida law and governed by the Executive Committee. Committee members are elected by Council membership to help the Council achieve its mission of fostering the stewardship of urban and community forests.

Membership in the Florida Urban Forestry Council is open to all individuals, communities and organizations interested in urban and community forestry.

The twenty-six member Executive Committee is composed of:

- One member who is employed as a city arborist
- One member who is employed as a private arborist
- One member who is employed as a utility forester
- One member from a tree advocacy group
- One member from the Florida League of Cities
- One member from the Florida Nursery, Growers and Landscape Association
- One member from the Florida Recreation and Park Association
- One member from the American Society of Landscape Architects, Florida Chapter
- One member from the staff of the Florida Department of Transportation
- One member from the Cooperative Extension Service
- One member from the Society of American Foresters
- One member from the International Society of Arboriculture, FL Chapter
- Five members-at-large
- Immediate Past President
- Up to eight advisory members on annual appointments

## EXPECTATIONS OF EXECUTIVE COMMITTEE MEMBERS

What is expected of a Executive Committee Member (our equivalent of board member/director)

- Demonstrate an active interest in the purpose and goals of the Council
- Be willing to expand knowledge or responsibilities through orientation and training
- Be willing to represent the Council to the general public
- Be willing to contribute to the Council to the best of their ability
- Represent the defined slot on the Executive Committee to which elected/appointed
- Be committed to volunteering in Council business
- Be willing to serve on and/or Chair a committee

### Executive Committee Member

A board member works together with other members of the Executive Council to develop timely and appropriate programs and projects which further the goals of the Council. The Committee determines Council policies and procedures and conducts the business of the Council. Board meetings are important events; members must be willing to devote the time to travel and actively participate in meetings. The Executive Committee must meet at least 6 times each year. Typically, this is five committee meetings and a retreat/workshop. Committee members are expected to attend Executive Committee meetings with no more than two (2) unexcused absences per year. Committee members volunteer for committee work, which is accomplished outside of Executive Committee meeting times. Members staff the Council exhibit at other events where a Council presence is desired. Members must familiarize themselves with the Bylaws of the Council and with the Operating Guidelines.

Descriptions of Council officer's duties can be found in the Florida Urban Forestry Council's Bylaws in *Article VII. – Officers, Section 6. – Duties of Officers.*

# COUNCIL COMMITTEES



Awards Program  
Committee



Communications  
Committee



Education  
Committee



Marketing  
Committee



Membership  
Committee



SOAP  
Committee

There are several ad hoc and task force committees which are appointed by the President, with approval of the Executive Committee, as needed.

## A CHECKLIST FOR CONSCIENTIOUS EXECUTIVE COMMITTEE MEMBERS:

- Attend all Executive Committee and committee meetings possible for you.
- Review Council bylaws frequently; check to see if they are being followed.
- Assist in achieving the goals set in the Strategic Plan and the revisions of the Plan every fifth year.
- Make sure the Council's purpose is clear and is being pursued.
- Request important materials in advance of Executive Committee meetings at which action is to be taken.
- Insist on advance notice to all Executive Committee members of any major item of business to be acted upon at the next meeting.
- Review all minutes thoroughly to make sure they are correct.
- Read, analyze and understand financial statements, budget proposals and other reports; raise questions if you do not understand.
- Question all inconsistencies, material errors, or other potential mistakes.
- Seek expert counsel (legal, financial or otherwise) to supplement Executive Committee member understanding and experience when dealing with complex issues.
- Maintain an awareness of the state of urban forestry in Florida, particularly in the sector which the Executive Committee member represents. Identify situations which need to be brought to the Executive Committee's attention and propose initiatives to remedy these situations.
- When proposing a project for the Council to undertake, that is consistent with the Strategic Plan, the member will use a Project Proposal Summary Sheet. Upon completion the same member will then use a Project Closeout Form.
- Bylaws for the Florida Urban Forestry Council are located in your Executive Committee Member's binder.