

**Tree Climbing Championships Overview
Job Descriptions Outline**

Board of Directors

Location and dates
Fee schedule

Finance Committee

Recommend fee schedule
Budget and accounting

TCC Liaison

Site management and event supervision
Regional publicity and promotion
Supplies, t-shirts, awards and prizes
On-site check-in and pre-event climber activities
CEUs

Local Arrangements Coordinator

Site and facilities procurement
Local publicity and promotion
Food and beverages
Signage

Judges and Volunteers Coordinator

Recruitment
Pre-event instruction and supervision
Judging equipment and forms distribution

Field Operations Coordinator

Site set-up
Competition site management
Site year-down
Equipment trailer management and transport

Communications Liaison

Online registration, on-site registration
Web site, email and newsletter publicity
Database Management and insurance forms

Executive Director

Hotel negotiations
Head Scorekeeper
Insurance
Printed materials
ITCC registrations

Member States

KANSAS MISSOURI NEBRASKA OKLAHOMA



Midwestern Chapter International Society of Arboriculture



MW-TCC Liaison Job Description

Budget Proposal (Requires Board Approval)

Participant Promotion and Recruitment (Climbers – Judges – Volunteers)

Email and direct mail databases

Web site, newsletter, email and direct mail messages, newsletter articles

Web Site and Registration Forms and Documents (Drafts)

Home page blurb and event agenda

Job descriptions (Drafts – Require Board Approval)

Climbers – Judges – Volunteers

Policies, Procedures and Protocols (Drafts – Require Board Approval)

Cancellation

Maximum participants per company

Participant refunds

Minimum number of participants

Chapter membership and/or residency

Contestant alternates

ITCC reimbursement

Prize distribution

Procurement and Production

Contestant and volunteer shirts

Plaques / prizes / ArborMaster package

On-Site Check-In (Climbers – Judges – Volunteers)

Document collection / equipment inspection / walkthrough / rules review

Event Supervision (Climbers – Judges – Volunteers)

Site Setup

Assignments and responsibilities

Awards ceremony

Post-Event equipment retrieval and site cleanup

Trailer

Equipment inventory

Decals and signage

Storage and delivery arrangements

CEUs

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MW-TCC Local Arrangements Coordinator Job Description

Local Ad Hoc Committee Formation

Facilities Reservations

- Climbing area
- Gear check area
- Shelter
- Scorekeeper sequester arrangements

Food, Beverages and Ice Procurement

Site Arrangements

- Trees selection
- Permits
- Emergency services
- Restrooms
- Tables
- Parking
- Electricity
- Signage
- Set up
- Tear down

Local Publicity

Local Exhibitors and Sponsorships Recommendations

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MW-TCC Field Operations Coordinator Job Description

Supervise Site Set-Up

- Select trees for competition
- Prepare trees for competition

Manage Climbing Competition

- Manage competition
- Manage competitors
- Announce winners
- Award prizes

Supervise Site Tear-Down

- Load trailer

Trailer Transport

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MW-TCC Judges / Volunteers Coordinator Job Descriptions Outline

Recruit Judges and Volunteers

- Distribute assignments
- Delineate responsibilities

Check-In Judges and Volunteers

- Collect registration and insurance forms

Supervise Judges and Volunteers

- Distribute equipment and score sheets

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Midwestern Chapter International Society of Arboriculture



Executive Director Contract FY 2017 - 2018

Appendix A Executive Director Job Description

Support of Chapter Executive Committee (EC) and Board of Directors (BoD)

Maintain Chapter corporate status.

Serve as the liaison and maintain Chapter compliance with ISA Memorandum of Understanding and Operating Agreement.

Assist and correspond with EC and BoD as requested and as necessary.

Attend all meetings of EC and BoD (regular and special meetings) and serve as official recorder.

Prepare and distribute meeting agendas as provided by the President.

Make arrangements for EC and BoD meetings.

Prepare and distribute meeting minutes upon approval by the President.

Maintain Chapter records and files.

Provide the BoD with training needed for completion of their duties as requested by the President.

Provide the EC and BoD with updates and reports on Chapter operations, programs, projects and activities as requested.

Attend all Chapter business meetings and serve as the recorder for those meetings.

Negotiate, administer and supervise all Chapter contracts and contractors.

Maintain Chapter insurance policies and administer all Chapter insurance activities.

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Support of Chapter Operations, Programs and Projects

Assist committee chairs, liaisons and coordinators as requested.

Maintain a Chapter communications center to include telephone, voice mail, internet, and e-mail.

Facilitate Chapter communications from and between membership, EC, BoD, committee chairs, liaisons, coordinators, the ISA corporate office and the general public.

Draft job descriptions, protocols/policies/procedures, forms, tables, charts & documents as requested.

Maintain accurate QuickBooks records reflecting Chapter income and expenses.

Maintain receipts for Chapter expenditures as necessary.

Maintain bank accounts and distribute payments for all Chapter obligations.

Coordinate Chapter Annual Conference and Trade Show. Manage Annual Conference and Trade Show general operations on site.

Coordinate Chapter Tree Climbing Championships Liaisons and Coordinators as requested.

Coordinate Chapter Communications Liaison and Database Coordinator as requested.

Assist Finance Officer as requested in compliance with IRS regulations; maintenance of not-for-profit status and preparation of budgets as requested. Prepare and present QuickBooks reconciliation reports as requested.

Work cooperatively with the TREE Fund and ISA Certification Board as requested by the EC.

Member States

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