BOAD OF DIRECTORS – POSITION DESCRIPTION

TREE FUND LIAISON

Revised January 2020

Position Title: TREE Fund Liaison
• Position serves under the Board of Directors, Advisory Committee.
• Position is a committee member of the TREE Fund’s Liaison Committee.

Purpose:
The TREE Fund Liaison serves as the primary communications link between the Chapter and the TREE Fund. In addition, this position serves as the fundraising event coordinator for the PNW-ISA Chapter’s fundraisers for the TREE Fund.

Term:
• An appointed position by the PNW-ISA Board of Directors
• 3 year term (no current term limits)

Annual position requirements:
The TREE Fund Liaison is responsible for organizing, promoting, and staffing fundraising events during the PNW-ISA Annual Training Conference. These events typically include:
• A fundraising event to benefit the TREE Fund and the Chapter’s Public Outreach program. The split on funds raised is 40% - Public Outreach, 50% - TREE Fund, 10% - TREE Fund Liaison Expenses.
• Raffle drawings and games -(heads or tails) as fundraisers.

TREE Fund Responsibilities:
• Attends the TREE Fund’s annual in person Liaison / TREE Fund Trustee / TREE Fund Staff meeting. Liaisons are expected to participate in the Liaison Committee meeting and interact with the TREE Fund’s Board of Trustees.
• Participates in the Liaison Committee’s bi-monthly teleconference calls.
• Procures an auction item donation (on behalf of PNW-ISA) for the TREE Fund Gala held during the ISA Annual Conference. When possible, the
Liaison should attend the ISA Annual Conference to assist the TREE Fund with fundraising events.

**Key Documents:**
- Auction Donor Database/ Historical data on items donated
- Resource list for soliciting donations

**Committees:**
There is currently no committee structure associated with the TREE Fund Liaison. There are willing volunteers that traditionally help out with the auction, depending on what region the conference is held.