

ISA CoR REPRESENTATIVE DESCRIPTION – EXECUTIVE COMMITTEE

Position Title:	ISA CoR Representative	Travel Required:	Occasional
Position term:	3 years, beginning January 1 st .	Reports to:	President
Anticipated hours/month:	5-8	Required meetings attended per year:	13

Position Description (*updated 12/28/2019*)

WORK WITH OTHER MEMBERS TO LEAD MINNESOTA'S ARBORICULTURE INDUSTRY THROUGH IDENTIFYING MEMBER NEEDS, COORDINATING WITH AND LEADING OTHER VOLUNTEERS, AND THROUGH BUILDING AND SHARING YOUR KNOWLEDGE AND EXPERTISE. WORK AS A TEAM WITH OTHER EXECUTIVE COMMITTEE MEMBERS TO DISCUSS POLICY, EDUCATION AND OTHER THINGS EFFECTING THE MEMBERSHIP AND SERVE AS LIAISON BETWEEN THE MINNESOTA SOCIETY OF ARBORICULTURE AND THE INTERNATIONAL SOCIETY OF ARBORICULTURE.

BENEFITS

- Build your professional network statewide and internationally
- Strengthen leadership and communication skills
- Attend one MSA event per year free of charge and the International Society of Arboriculture Leadership Workshop
- Add to your resume through serving in a leadership position
- Make decisions that benefit and impact the industry

OBJECTIVE OF POSITION

To support the mission of the International Society of Arboriculture (ISA) by facilitating cooperation and collaboration among the ISA component of the Minnesota Society of Arboriculture (MSA) and the ISA Board of Directors.

ROLES AND RESPONSIBILITIES

Executive Role:

- Participate as an active team in making informed decisions effecting the membership.
- Assist in carrying out the mission and strategic plan of MSA.
- Attend and participate in Executive Committee meetings (12 per year).
- Act as a liaison and representative between ISA and MSA bringing all pertinent information to Council of Representatives (CoR) and returning all pertinent information back to MSA.
- Know and understand all policy & procedures published by ISA.
- Submit reports in advance of the meeting by the designated deadline (this allows for everyone to prepare for discussion and action).
- Participate on CoR and ISA committees as requested.
- Prepare for and participate in CoR meetings throughout the year.
- Understand MSA constituency and relative issues of importance.
- Oversee Membership Committee, and other committees as assigned.
 - Give an update to Executive Committee on activities of committees being oversee, at minimum once per year.

Committee Support Role:

- Serve as Executive Committee Liaison to the Membership and Student Outreach committees.
 - Give regular updates to Executive Committee on activities of committees being overseen.

- Communicate Executive Committee strategic plan and direction to Membership and Student Outreach committees and provide guidance to ensure MSA's mission is being met and that education events meet the needs of MSA members.
- Attend committee meetings as needed.
- Work with and enable Committee Chairs as needed.
- Maintain regular communication and updates from Committee Chairs to relay to Executive Board.
- Ensure strong communication maintained between committee and Executive Administrator.

EXPECTED PARTICIPATION

- Attend annual ISA conference and CoR/ISA Board meeting at conference (trip paid for by MSA).
- Participate in two conference calls/year.
- Actively participate to email surveys and other correspondence from ISA.
- Actively participate in all intake form correspondence (intake forms are proposed by-law change forms).
- Attend and participate in monthly MSA Board Meetings.
 - Typically held in Twin Cities Metro Area on the 1st Thursday of the month, 8am-noon.

ADDITIONAL NOTES

- All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge