

VICE PRESIDENT DESCRIPTION – EXECUTIVE COMMITTEE

Position Title:	Vice President	Travel Required:	Occasional
Position term:	2 years as Vice President followed by 2 years as President	Reports to:	President
Anticipated hours/month:	5-15	Required meetings attended per year:	15

Position Description (*updated 6/16/2022*)

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 AFFECTING THE MEMBERSHIP.

BENEFITS

- Build your professional network statewide and internationally
- Strengthen leadership and communication skills
- Attend MSA events* free of charge
- Attend the International Society of Arboriculture Leadership Workshop during second year of vice presidency and first year as president
- Add to your resume through serving in a leadership position
- Make decisions that benefit and impact the industry

ROLES AND RESPONSIBILITIES

Executive Role:

- Participate as an active team in making informed decisions affecting the membership.
- Assist in carrying out the mission and strategic plan of MSA.
- Attend and participate in Executive Committee meetings (12 per year).
- Fulfill Presidential Executive Committee meeting duties when President is unable to attend.

Programs and Education Committee Role:

- Communicate Executive Committee strategic plan and direction to Programs and Education Committee and provide guidance to ensure MSAs mission is being met and that education events meet the needs of MSA members.
- Attend a minimum of three Program and Education Committee meetings.
- Work with and enable Programs and Education Committee Chair as needed.
- Maintain regular communication and updates from Committee Chair about program and education events to relay to Executive Board.
- Ensure strong communication maintained between committee and Executive Administrator.
- Communicate and oversee the Tree Climbing Competition Chairperson. Ensure that this Chairperson is in regular communication with the Programs & Education Committee and the Executive Administrator.
- Communicate with MSA representatives on MTGF to ensure connection with this organization is maintained.

ADDITIONAL NOTES

- *Minnesota Society of Arboriculture Executive Committee Members are allowed to attend all MSA educational events (i.e. Fall Conference, RAW, etc.) free of charge. Special programs or courses such as TRAQ, Tree Climbing Championship, climbing workshop, etc., are excluded.
- The Vice President will attend the ISA Leadership Conference during the second year of their term as Vice President