



## ISA CoR REPRESENTATIVE DESCRIPTION – EXECUTIVE COMMITTEE

<b>Position Title:</b>	ISA CoR Representative / ISA Component Council Member	<b>Travel Required:</b>	Occasional
<b>Position term:</b>	3 years, beginning January 1 <sup>st</sup>	<b>Reports to:</b>	President
<b>Anticipated hours/month:</b>	5-8	<b>Required meetings attended per year:</b>	(12 MSA Meetings + Requested ISA Component Council Meetings)

### Position Description (updated 07/24)

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 AND SERVE AS LIAISON BETWEEN THE MINNESOTA SOCIETY OF ARBORICULTURE AND THE INTERNATIONAL SOCIETY OF ARBORICULTURE.

ISA Component Council Position Description can be found [here](#).

#### BENEFITS

- Build your professional network statewide and internationally
- Strengthen leadership and communication skills
- Attend MSA educational events\* free of charge
- 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 member in making informed decisions affecting the membership.
- Assist in carrying out the mission and strategic plan of MSA.
- Attend and participate in MSA Executive Committee meetings (12 per year).
- Prepare for and participate in all CoR meetings throughout the year
- Act as a liaison and representative between ISA and MSA by bringing all pertinent information to the Council of Representatives (CoR) and by providing a written meeting summary after CoR meetings with pertinent information to MSA Executive Committee members before each Executive Committee Meeting (this allows for everyone to prepare for discussion and action).
- Know and understand all policy & procedures published by ISA.
- Participate on CoR and ISA committees as requested.
- Understand MSA constituency and relative issues of importance.
- Oversee Membership Chairperson, Green Industry Liaison, and Certification Liaison and give updates to the Executive Committee at each EC meeting regarding these roles.

##### Committee Support Role:

- Serve as Executive Committee oversight to the Membership Chairperson, Green Industry Liaison, and

Certification Chairperson.

- Give regular updates to the Executive Committee on activities of Chairpeople and Liaisons being overseen.
- Work to fill vacancies for Membership Chairperson, Green Industry Liaison, and Certification Chairperson when they arise.
- Cover the roles of open Membership Chairperson, Green Industry Liaison, and Certification Chairperson when these roles are vacant.

**EXPECTED PARTICIPATION**

- Minnesota Society of Arboriculture will support the COR representative in attending the required annual COR meeting. Should that be in person, regardless of location, MSA will cover the registration, travel, accommodation, meals, and incidental expenses as determined to be reasonable by the Executive Committee.
- Actively participate in 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 Executive Committee Meetings.

**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.