

NAASF UCF Committee Leadership Team Responsibilities

Past Chair

- Assists Chair in leadership team conference call agenda items and discussions.
- Serves as liaison to ad-hoc subcommittees, and other committee liaisons.
- Serves as liaison to Southern and Western region Urban and Community Forestry Committees, including meeting attendance.
- Assists Chair with other tasks as required.

Chair

- Coordinates leadership conference calls and full committee net-meetings.
- Works with Vice Chair to coordinate annual meeting logistics and agenda.
- Leads the committee in developing Issue Papers for NAASF summer meeting.
- Communicates committee activity with State Forester Representative, NAASF Executive Director and Forest Service representative.
- Coordinates communication to committee from partners.
- Represents committee at NAASF and NASF meetings.
- Finalizes and presents annual work plan and budget to NAASF.
- Keeps track of annual work plan items.
- Reviews and follows committee charter.

Vice Chair

- Hosts annual meeting, and coordinates meeting logistics and agenda with leadership team.
- Assists with leadership conference call agenda items and discussions.
- Assists Chair with other tasks as required.

Secretary

- Takes and shares minutes for the committee.
- Assists with leadership conference call agenda items and discussions.
- Maintains Committee website.
- Assists Chair with other tasks as required.