

Illinois Forestry Development Council - Urban and Community Forestry Committee Secretary

The Urban and Community Forestry Committee (UCFC) is a standing committee on the Illinois Forestry Development Council (IFDC). The UCFC is tasked with representing the interested of urban and community forestry on the IFDC and working to improve the awareness, knowledge around, and quality of urban and community forestry in the state of Illinois. The Secretary of the UCFC is tasked with assisting the activities of the committee and chairperson.

Duties:

- Liaison with the Chair to plan meeting
- Circulate agendas and report
- Take minutes
- Attend UCFC meetings
- Circulate approved minutes
- Keep up-to-date contact details of Committee members
- Act as the custodian of the organizations governing document
- Work to improve the awareness, knowledge around, and quality of urban forestry in the state of Illinois
- Work to foster interest, establish standards, exchange professional ideas and pursue scientific research in Arboriculture

Requirements:

- Interest in urban and community forestry in the state of Illinois
- Communicate effectively: electronically (e-mail), verbally and written
- Excellent record keeping and organizational skills

Time Commitment:

- Initial 1 year commitment, can be confirmed for additional terms
- Approximately 2-5 hours per month, plus attendance at approximately 6 UCFC meetings annually