



## ACCREDITATION COUNCIL MEMBER POSITION DESCRIPTION

**Position:** Accreditation Council Member

**Status:** Volunteer

### **Program Summary:**

The UCFS Accreditation Program is the responsibility of UCFS Staff and the Accreditation Council (Council). The Council was established by the UCFS Board of Directors, and the Board of Directors has delegated the oversight of and responsibility for the Council to the Executive Director of UCFS.

### **Council Structure:**

The Council consists of 9-11 people. While individual members of the Council do not represent specific constituent groups, knowledge within the four standards of the UCFS Accreditation program are represented. Positions on the Council are filled by individuals with special expertise in various disciplines such as policy, arboriculture, community engagement, workforce development, regulation and enforcement, etc. Council members are appointed for a term of three years and may serve up to three consecutive terms. Officers of the Council are the Chair, Past Chair, and Secretary. The officers are elected by the Council for a two-year term beginning January 1. Officers can serve more than one term.

### **Benefits**

- Opportunity to work with other leaders in the field of urban forestry
- Participate in activities that raise the bar for professional practice in urban forestry
- Stay on top of emerging urban forestry issues

### **Essential Council Member Functions:**

The Council is empowered to design, monitor, and promote the Accreditation Program. The Council must operate in accordance with approved operating procedures. Specifically, the duties and essential functions of the Council are to:

1. Set policies for the Accreditation Program for urban forestry programs in cooperation with UCFS Staff;
2. Develop, adopt, maintain, evaluate, and revise standards;
3. Grant or deny accredited status in accordance with Accreditation Program policies;
4. Facilitate the development of educational materials for the Accreditation program;

5. Establish policies and procedures for the selection, training, and evaluation of volunteer personnel to conduct the Accreditation process;
6. Prepare and provide an annual report to the UCFS Board of Directors, which includes an assessment of the activities of the past year, projections, and recommendations for the next year.

#### **Time Commitment**

- Approximately 75-125 hours per year.
- Review agenda and other reports (i.e., liaison reports, etc.) prior to each meeting.
- Serve as a liaison to up to 3 accredited communities and follow through on all liaison duties associated with those programs.
- Review accredited program's annual reports.
- There are three standing committees of the Council. Council members serve on these committees as needed or as requested by the Chair.
- Serve on ad-hoc committees or task forces, as needed or requested by the Chair.

#### **Qualifications**

- 10 years of experience working and leading urban forestry programs in a municipal or non-profit or academic setting where there was a direct connection with a city partner.
  - Five years of administrative experience preferred.
- An identified area of expertise in the field of urban forestry or related discipline.
- Working knowledge of the UCFS's Accreditation standards
- Ability to work constructively as a member of the Accreditation Council.
- Willingness to become a member of UCFS
- Able to volunteer the time needed to serve on the Council.
- Ability to adhere to UCFS's ethical guidelines and represent UCFS with integrity and professionalism.