2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Friends Charter Review Committee Member

2. Time of year/months of the year this job holder will be actively engaged: Throughout the year

3. This job requires a **monthly** commitment.

4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **2-3 hours**

5. The Arboretum staff member who will supervise your work: **Molly Davis**

6. The Friends of the Arboretum Executive Committee will supervise your work: **Nancy McNally, Jessica Nicholson, Zinnah Caluag, Dabney Parker, and Dawn Bazner**

7. Job description:
   Review the Friend of the Arboretum Charter and make necessary updates and adjustments.

   The job includes the following tasks:
   - Suggest revisions for charter
   - Work to adapt charter to current standards, purpose and needs
   - Review committees for relevance
   - Repurpose descriptions for future growth

   Preferred traits and skills:
   - Knowledge of Arboretum and Friends history
   - Vision for future growth
   - Excellent organization skills
   - Previous experience writing charters preferred