

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