

## TREE FUND CHAIRPERSON

### The Tree Fund –

A separate account held by the Guilford Garden Club (GGC) to fund the purchase and planting of trees in and around the Guilford Green and surrounding neighborhoods.

### Tree Advisory Board –

A town committee decides type and placement of trees being planted in Guilford.

The Board is made up of Guilford's Environmental Planner (Kevin McGee), two Landscape Architects and representatives from Leete's Island Garden Club and Guilford Garden Club.

The Tree Fund Chairperson is not a member of the board.

### The Chairperson's responsibilities –

**Attend** all Tree Advisory Board meetings.

**Raise Funds** through donation requests, trees in memorial, writing grants, and publicity.

**Write thank-you letters** to our contributors.

**Maintain records** of all funds passing through the account. The names and dates of trees planted and their locations and the names and addresses of all contributors to the Tree Fund.

**Communicate with GGC Treasurer**, which includes submitting all statements, funds and bills to the treasurer.

**Communicate with GGC** by notifying members of all tree plantings financed by the Tree Fund. Listen to all concerns and/or recommendations from membership.