



Midwestern Chapter International Society of Arboriculture



MW-TCC Liaison Job Description

Budget Proposal (Requires Board Approval)

Participant Promotion and Recruitment (Climbers – Judges – Volunteers)

Email and direct mail databases

Web site, newsletter, email and direct mail messages, newsletter articles

Web Site and Registration Forms and Documents (Drafts)

Home page blurb and event agenda

Job descriptions (Drafts – Require Board Approval)

Climbers – Judges – Volunteers

Policies, Procedures and Protocols (Drafts – Require Board Approval)

Cancellation

Maximum participants per company

Participant refunds

Minimum number of participants

Chapter membership and/or residency

Contestant alternates

ITCC reimbursement

Prize distribution

Procurement and Production

Contestant and volunteer shirts

Plaques / prizes / ArborMaster package

On-Site Check-In (Climbers – Judges – Volunteers)

Document collection / equipment inspection / walkthrough / rules review

Event Supervision (Climbers – Judges – Volunteers)

Site Setup

Assignments and responsibilities

Awards ceremony

Post-Event equipment retrieval and site cleanup

Trailer

Equipment inventory

Decals and signage

Storage and delivery arrangements

CEUs

Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA