

THE ARBORETUM MISSION & HISTORY

MISSION

The Arboretum at Flagstaffs mission is to increase the understanding, appreciation, and conservation of plants and plant communities native to the Colorado Plateau.

We strive to:

- Identify, evaluate, display, and introduce plants adaptable to the climatic and soil conditions of the Flagstaff environment
- Seek through scientific research innovative solutions to conservation issues of this high altitude environment
- Develop educational programs that increase the understanding of the need for wise stewardship of our natural environment.



ABOUT

The Arboretum at Flagstaff was founded by Frances McAllister in 1981 as a private nonprofit organization under the official name “The Transition Zone Horticultural Institute.” While research and conservation was the original primary focus (and still is a large part of the Arboretum's work), over the years it has become known as a destination for local and out-of-town visitors who want to learn more about the native plants and animals found in northern Arizona, and as a wonderful venue for a wide variety of events and educational programs.

A Brief History of The Arboretum and Founder Frances McAllister

The gardens and buildings were the residence of The Arboretum's founder, Frances McAllister, who first came to Flagstaff while she was passing through on the train in the 1930s. She was given a parcel of land in Flagstaff and a rustic cabin as a wedding gift by her husband John Vickers

McAllister. Frances and her family traveled from Los Angeles every summer to spend time in their cabin with a marvelous vista of the San Francisco Peaks.

After her husband's passing, Frances moved to Flagstaff permanently in 1967.

She purchased the property that is the current site of The Arboretum and constructed a residence designed by the architect Walter Reichardt. Frances'

love of native plants began as a small child and she pursued her passion for gardening in her new home. She found that gardening at 7,000 feet is more challenging than in the temperate climate of L.A. She had more success with native species and adapted exotic plants from other high, dry locations. Her experimentations and success in gardening prompted her to want to share her gardens and research with the public.



BOARD APPLICATION

NAME

PHONE

EMAIL

ADDRESS

HOW WOULD YOU LIKE TO BE CONTACTED? ☐ EMAIL ☐ PHONE

SKILLS AND EXPERIENCE (PLEASE CHECK ALL THAT APPLY)

- | | |
|---|---|
| <input type="checkbox"/> Arts (area: _____) | <input type="checkbox"/> Legal (area: _____) |
| <input type="checkbox"/> Corporate or Small Business Management | <input type="checkbox"/> Lobbying/Advocacy |
| <input type="checkbox"/> Development/Fundraising | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Education (area: _____) | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Finance/Investments | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Grant Writing and/or Management | <input type="checkbox"/> Volunteer Outreach/ Coordination |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other: _____ |

Please list any boards on which you are serving or have served.

How do you see yourself contributing to The Arboretum at Flagstaff?

Have you had any previous association with The Arboretum?

BOARD MEMBER DUTIES & RESPONSIBILITIES

GENERAL DUTIES OF NON-PROFIT BOARD MEMBERS

- 1) Support the mission, vision and values of the organization
- 2) Serve as an ambassador for the organization
- 3) Select, support and evaluate the Executive Director
- 4) Provide strategic direction
- 5) Provide governance and establish policies
- 6) Ensure adequate financial resources; assist with fundraising
- 7) Provide proper financial oversight
- 8) Build a competent Board



Specific Activities Expected of Arboretum Board Members

- 1) Put forth his or her best effort to attend all Board meetings (10) and constructively participate in the meetings.
- 2) Participate in the work of at least one Board committee.
- 3) Attend and monitor programs and events as possible.
- 4) Establish and amend from time to time The Arboretum's mission, vision and goals; ensure short and long range planning.
- 5) Approve the annual budget, maintain oversight of the organization's finances, and ensure sound financial management.
- 6) Participate in evaluating the performance of the Executive Director annually.
- 7) Actively seek out community members to participate in The Arboretum—as Board or committee members, members, donors, or volunteers.
- 8) Agree to serve a three-year term.

Personal Financial Commitments

Each member of the Board of Directors is expected to:

- 1) Make a personal contribution of at least \$500 or raise at least \$1,000 in **new** sponsorships
- 2) Support the Arboretum in additional ways (please see the Board Pledge Sheet)

Thank you for the support you give—with your time, your service and your donations.

BOARD MEMBER PLEDGE SHEET

The mission of The Arboretum at Flagstaff is to increase the understanding, appreciation, and conservation of plants and plant communities native to the Colorado Plateau.

2020 Board Member Pledge Sheet

Each member of the Board of Directors is expected to give a minimum \$500 or raise at least \$1,000 in new sponsorships, or provide at least \$500 in in-kind services and attend the Summer Garden Party. A Board member must also become an Arboretum member at a level of their choice each year. Board members are also expected to participate on at least one committee.

If there are concerns about board member pledges, board members are requested to speak frankly with the President or Executive Director about their giving level.

(a) ☐ I expect to fulfill this \$500 financial commitment with:

- ☐ A one-time payment on _____ (date).
- ☐ Quarterly payments. Please bill me.
- ☐ Monthly payments through PayPal.
- ☐ In-kind services in the area of _____.

Please contact Kirsten Mead, Finance Manager if you wish to be on a payment plan kirsten.mead@thearb.org.

OR

(b) ☐ Obtain new sponsor(s) for Arboretum events equivalent to \$ _____

Please support The Arboretum's fundraising efforts in other ways as well:

- ☐ Purchase additional tickets to Arboretum events such as Mother's Day Tea, Mixer in the Meadow, summer concerts, the Farm to Table dinner and Pumpkin Walk
- ☐ Invite your friends to join you at Arboretum events
- ☐ Provide contacts you know at businesses or corporations and we will help create a proposal to submit to them
- ☐ Purchase gift memberships for your friends and colleagues
- ☐ Volunteer your time at events, giving tours or in the gardens

Name (printed)

Date

Signature

BOARD MEMBER PLEDGE SHEET

2020 Board Member Duties and Responsibilities

General Duties of Non-profit Board Members

- 1) Support the mission, vision and values of the organization
- 2) Serve as an ambassador for the organization
- 3) Select, support and evaluate the Executive Director
- 4) Provide strategic direction
- 5) Provide governance and help establish policies
- 6) Ensure adequate financial resources are secured each year and assist with fundraising
- 7) Provide proper financial oversight through the finance committee
- 8) Help build a competent and active Board

Each member of the Board of Directors of The Arboretum shall:

- 1) Put forth his or her best effort to attend all Board meetings and constructively participate in the meetings.
- 2) Participate in the work of at least one Board committee.
- 3) Serve as a public relations agent for The Arboretum and therefore work diligently and properly to promote its goals and objectives while keeping abreast of activities and programs
- 4) Develop, amend and approve policies and procedures of The Arboretum
- 5) Attend as many programs and events as possible.
- 6) Establish and amend from time to time The Arboretum's mission, vision and goals; ensure short and long range planning.
- 7) Approve the annual budget, maintain oversight of the organization's finances, and ensure sound financial management.
- 8) Participate in evaluating the performance of the Executive Director annually.
- 9) Actively seek out community members to participate in The Arboretum—as Board or committee members, members, donors and/or volunteers.

Thank you for the support you give — with your time, your service and your donations!