

THE ARBORETUM MISSION & HISTORY

MISSION

The Arboretum at Flagstaff's 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 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 their 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 MEMBER DUTIES & RESPONSIBILITIES

GENERAL DUTIES OF ARB BOARD MEMBERS

- 1) Support the mission, vision, and values of The Arboretum
- 2) Serve for a three-year term. One can serve two sequential three-year terms if re-elected. After two terms, Board Members are obligated to take a one-year vacancy, per our By-laws.
- 3) Serve as an ambassador for The Arboretum
- 4) Select, support, and evaluate the Executive Director
- 5) Provide strategic direction
- 6) Provide governance and establish policies
- 7) Ensure adequate financial resources; assist with fundraising
- 8) Provide proper financial oversight
- 9) Build a competent board
- 10) Actively seek other Arboretum board members, committee members, donors, and volunteers

SPECIFIC ACTIVITIES EXPECTED OF ARB BOARD MEMBERS

- A) Put forth a best effort to attend all meetings and constructively participate in them.
- B) Participate in the work of at least one board committee.
- C) Serve as a public relations agent for The Arboretum and therefore work diligently and properly to promote its goals and objectives while keeping up to date with the activities and programs.
- D) Develop, amend, and approve policies and procedures of The Arboretum
- E) Attend and monitor programs and events when possible.
- F) Establish and amend from time to time The Arboretum's mission, vision, and goals; ensure short- and long-range planning.
- G) Approve the annual budget, maintain oversight of the organization's finances, and ensure sound financial management.
- H) Participate in evaluating the performance of the Executive Director annually.
- I) Actively seek out community members to participate in The Arboretum—as Board or committee members, members, donors, or volunteers.



Board Member 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"/> Lobbying/Advocacy |
| <input type="checkbox"/> Corporate or Small Business Mgmt. | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Development/Fundraising Digital Technology | <input type="checkbox"/> Public Policy / Government Relations |
| <input type="checkbox"/> Education (area: _____) | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Ecologist/Arborist/Botanist/Horticulturalist | <input type="checkbox"/> Retail, Sales, Merchandising |
| <input type="checkbox"/> Accounting/Finance/Investments | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Grant Writing and/or Management | <input type="checkbox"/> Visitor Experience |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Volunteer Outreach/ Coordination |
| <input type="checkbox"/> Legal (area: _____) | <input type="checkbox"/> Other: |

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

Why would you like to join the Board of The Arb?

Have you had any previous association with the Arboretum?

Arb Board Member Pledge Sheet

The Arboretum at Flagstaff is a small non-profit which is highly dependent on a Board of Directors that actively support the mission of the Arb. Each member of the Arb's Board of Directors is expected to meaningfully participate by providing their talent, time, or money or any combination of the three. We recognize that everyone has unique and valuable talents and resources which can provide impactful contributions.

At a minimum, each board member shall maintain an active annual membership (any level) at the Arb, paid via recurring payments either monthly or annually during their Board term. Board members are also expected to serve on at least one committee.

Please indicate below the ways you plan on contributing to the Arboretum at Flagstaff via your board membership, by checking one or more of the following boxes:

- Serve on one or more of the following committees:
 - Finance (ensure proper and transparent accounting of all activities and recommend process changes to improve reporting and management)
 - Development (soliciting donations and providing donor cultivation including the facilitation of the Ponderosa Society giving circle)
 - Planning (explore new ways to monetize our property for operational financial growth over the long term)
 - Events (Coordinate and manage with the Arb staff: Summer Garden Party, Monthly Ales with the Arb, Mother's Day, Pollinator Fest, Pumpkin Walk, etc.)
 - NAU Relationship (improve and document new financial and research arrangements with NAU)
 - Volunteer Solicitation and Coordination (encourage local community involvement)
- Serve as one of the four Officers of the Board:
 - President
 - Vice President
 - Treasurer
 - Secretary

Note: Final Committee Assignment will be determined by each Committee Chair. Officers of the Board are elected each November by their fellow Board Members for the following calendar year.

Please describe below how you would contribute to the Arb in the area(s) you selected:
