

Wagner Farm Arboretum Foundation

197 Mountain Avenue
Warren, New Jersey 07059
(908) 350 – 7383

BOARD and COMMITTEE APPLICATION

PERSONAL INFORMATION

| | | |
|-----------|------------|-----|
| LAST NAME | FIRST NAME | MI. |
|-----------|------------|-----|

HOME ADDRESS

| | | |
|------|-------|-----|
| CITY | STATE | ZIP |
|------|-------|-----|

| | | |
|------------|------------|-------|
| CELL PHONE | AVAILABLE? | EMAIL |
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EDUCATION & PROFESSIONAL INFORMATION

| | | |
|--------|-------|--------|
| DEGREE | MAJOR | SCHOOL |
|--------|-------|--------|

| | |
|------------|---------------|
| PROFESSION | EMPLOYER NAME |
|------------|---------------|

EMPLOYER ADDRESS

PRIOR VOLUNTEER EXPERIENCE, IF ANY:

YOU MAY ATTACH A RESUME IF SO DESIRED, BUT IT IS NOT A REQUIREMENT.

WAGNER FARM ARBORETUM FOUNDATION BOARD or COMMITTEE

PLEASE CHECK THE BOX IN WHICH YOU ARE INTERESTED:

- | | | |
|---|--|--|
| <input type="checkbox"/> WFA TRUSTEE | <input type="checkbox"/> HOLIDAY BOUTIQUE MANAGER | <input type="checkbox"/> BRITE NITES COMMITTEE |
| <input type="checkbox"/> WFA PRESIDENT | <input type="checkbox"/> FARMERS MARKET MANAGER | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> EXECUTIVE DIRECTOR | <input type="checkbox"/> PUBLIC RELATIONS/ WEBMASTER | <input type="checkbox"/> BRITE NITES PUMPKIN CARVERS |
| <input type="checkbox"/> BOOKKEEPER | <input type="checkbox"/> EDUCATION VOLUNTEER | <input type="checkbox"/> GGP PROGRAM COORDINATOR |
| <input type="checkbox"/> ADMINISTRATOR | <input type="checkbox"/> BRITE NITES COMMITTEE CHAIR | <input type="checkbox"/> GRANT RESEARCHER/ WRITER |
| | | <input type="checkbox"/> OTHER _____ |

REFER TO A SUMMARY OF EACH POSITION ON NEXT PAGE

PLEASE RETURN OR EMAIL THIS COMPLETED FORM TO: administrator@wafnj.org

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SUMMARY OF BOARD POSITIONS & COMMITTEES:

WFA Trustee: This is a volunteer position. The individual will be responsible for carrying out the WFA Mission using the non-profit by-laws to guide in decision-making. Additional duties include board governance and ensuring the organization is financially solvent, sound and fulfilling its mission by running existing and future programs effectively. Monthly meetings are required as well as chairing a position.

WFA President: This is a volunteer position. In addition to being responsible for the carrying out of the WFA Mission using the non-profit by-laws to guide in decision-making, the individual sets board meetings and the agenda, liaisons with township officials, oversees the recruiting of new trustees, oversees the day-today operations of the arboretum and supervises the Executive Director or Administrator and Bookkeeper.

Executive Director: This is a part-time paid position. The individual will be responsible for carrying out the agenda set forth by the Board of Trustees while directly supervising the Administrator and Bookkeeper. The individual will be primarily focused on the fundraising needs of the organization and recruiting volunteers. The individual will be representing WFA at area non-profit conferences and building relationships with area donors and other non-profit organizations.

Bookkeeper: This is a paid part-time position. The individual will be responsible for recording financial transactions, issuing checks, reconciling accounts, producing financial statements, performing month-end close, communicating with external CPA, maintaining requisition forms, following proper internal control procedures and other ad-hoc projects. This position reports to both the President or Executive Director and the Treasurer.

Administrator: This is a paid part-time administrative position. The individual will be responsible for maintaining membership logs, processing in-office payments during sales, tracking grants/funding, extensive emailing and communicating with township officials, media contacts, the public, gardeners, trustees, vendors, contractors, and authorities. In addition, this position is the office greeter and will be opening and closing the office. Assisting the President and Committee Chairpersons will be the top priorities.

Holiday Boutique Manager: This is a seasonal volunteer position. The individual will be responsible for maintaining consignee inventory logs, calculating payments, opening and closing the store, contacting consignees for replenishment of inventories, and daily register closeout with a Trustee.

Farmers Market Manager: This is a partially paid volunteer position. The individual will be responsible for setting up and taking down the signage, checking in vendors, answering questions at the WFA table, coordinating with guest artists and maintaining vendor records, on the day of the market.

Public Relations and/or Webmaster: This is a partially paid position. The individual will be asked to write press releases, create flyers, send write-ups to local news media, and update website and social media. Photography and videography skills are a plus. Monthly meetings with the Committee are held each month at the arboretum where topics are reviewed.

Education Volunteer: This is a volunteer position. The individual will be responsible for helping the Education Chairperson to create a calendar with education and cultural classes to be offered by WFA. The contact and follow up of presenters/instructors/exhibitors will be required. Ability to be present during classes is preferred but not required.

Brite Nites Committee Chairperson and Volunteers: This is a volunteer position. The individual will be asked to either lead a group of volunteers or support the Committee Chairperson with various tasks, based on talents, experience and available time. The Brite Nites Committee meets monthly on a Thursday night at 7pm until June, when meetings become weekly from June through October. The Brite Nites Chairperson position will be a paid position if the individual will also be physically assisting the carpenter with the setting up of the pumpkin displays from late August to early October.

Brite Nites Pumpkin Carver: This is a volunteer position. The individual will be asked to either design and/or carve foam pumpkins. The group meets bi-monthly in the evenings, however, the individual may bring home and carve the pumpkins off-site.

G2G Program Coordinator: This is a volunteer position, and occurs during the early spring. The individual works with the Growing To Give team and with the Giving Garden team to facilitate a planting program with our local elementary schools. The Growing To Give Program has been a successful educational program for several years.

Grant Researcher/Writer: Help us procure funding for planned projects that enhances the Arboretum Gardens and the future Greenhouses. We need your talents and skills working with Corporate, Individual, Small Businesses or Foundations to encourage giving. This is a volunteer position.