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BOD-Committee: 1967-05-08, Organization and Functions of the Various Arboretum Committees

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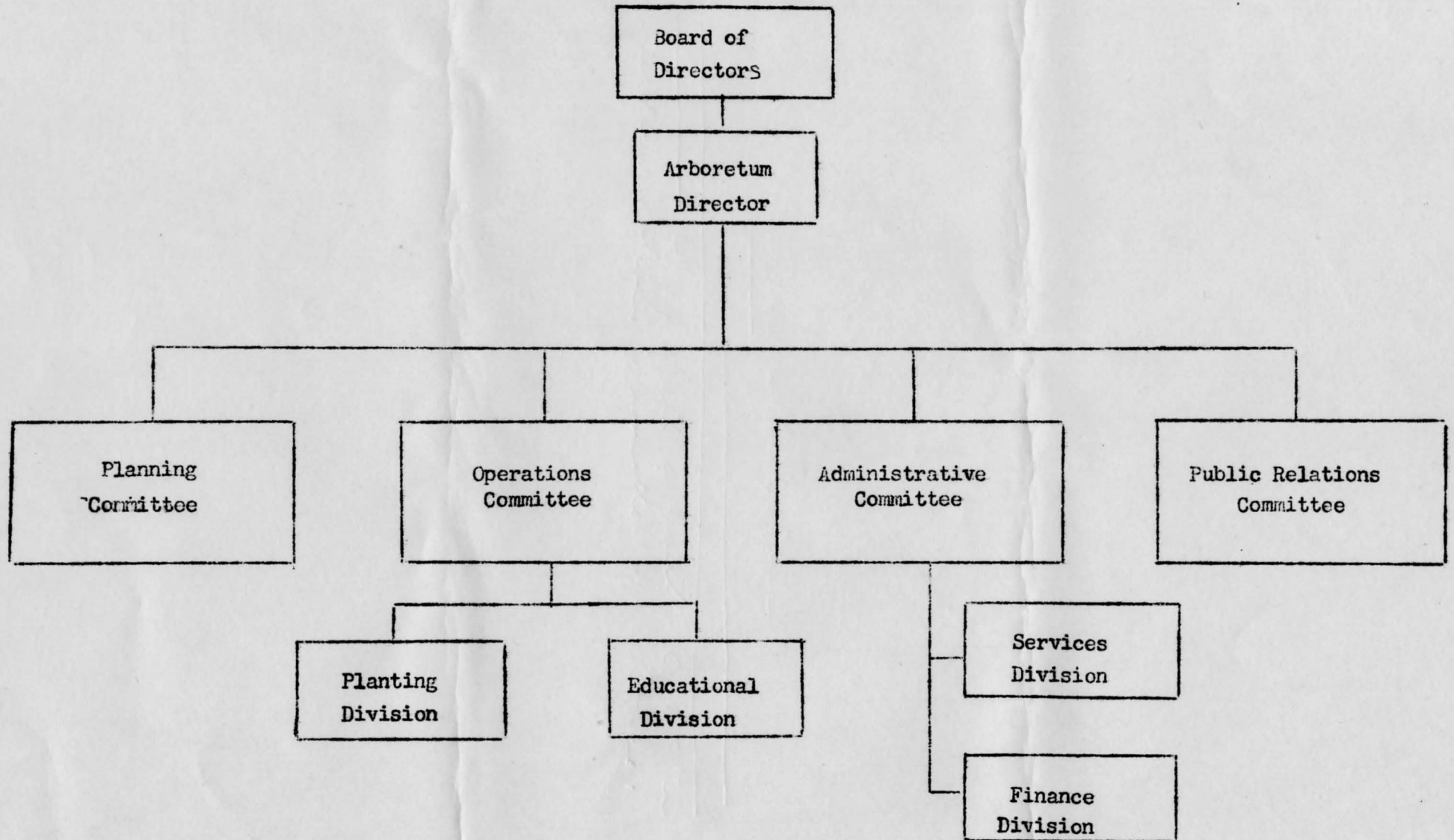
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MAUD G. HOLMES ARBORETUM
ORGANIZATION CHART



Memo To: Board of Directors, Maud Gordon Holmes Arboretum
Re: Organization and Functions of the Various Arboretum
Committees
Date: May 8, 1967
From: Donald Voltz and Edna M. Lindemann
Note: Organizational Chart is intended as basic reference

I PLANNING COMMITTEE

The Planning Committee shall be responsible for the development of proposed basic objectives and philosophy of the Board of Director's projects in terms of esthetic and educational goals and shall prepare an appropriate long-range plan setting forth general objectives relating to types of gardens, nature trails, conservatories, tree and shrub locations, informational center and the like. Such long-range plans must be based upon consultation with architects, College Planning Coordinator and community representatives.

II OPERATIONS COMMITTEE

The Operations Committee will concern itself with the overall problems of the actual plantings sponsored by the Board of Directors as well as the educational programs to be administered. It is suggested that while the Operations Committee should coordinate these major divisions, there should be separate sub-committees formed for the two areas of consideration.

The Planting Sub-Committee should concern itself with the development of specific annual or seasonal plans of planting, the priority of locations for said plantings and the specification of required material such as species of trees and plants, labels and other signs, arrangement for actual planting, coordinate with the Administrative Committee in respect to projection and satisfaction of financial needs.

The Educational Sub-Committee shall be responsible for the preparation of specific and immediate educational objectives, work in close coordination with the Planting Sub-Committee, and shall prepare ways and means for the exploitation of the facilities created and installed by said Board of Directors through the creation of learning situations facilitated by nature trails, courses of study, the ~~collation~~ of written materials, lectures and the like.

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III ADMINISTRATIVE COMMITTEE

The Administrative Committee shall be charged with those aspects of administration of the Board of Director's work relating in particular to the provision of secretarial services, preservation of records, development of Arboretum History, recruitment of committee personnel, preparation of budget, procurement of funds and disbursement of and accounting for same.

While the Administrative Committee consists of a Services Sub-Committee and Finance Sub-Committee, it is suggested that the two work closely together.

IV PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be responsible for project publicity as well as the development of community relations. This committee shall work very closely with the Public Relations Office of the College as well as with all committees of the Arboretum.

While preliminary ^{articles or publicity stories} releases may be prepared by any committee in the Arboretum organization, ~~it is hoped that the Public Relations Committee will initiate releases as well as pick up on preliminary planning stories.~~ *they shall be submitted to the public relations committee for release.*