

The Albizia Control Community Liaison/Coordinator Role

The role of the Albizia Community Coordinator may look different in various communities, or could be shared by more than one person, depending on the needs of the community. The coordinator/liasion should be assigned or approved by the Board or Community Association. Generally, the responsibilities described below would be taken on by a community coordinator. This form should be used as a template by boards/associations when designating their Community Coordinator.

Before workshop

- Assists with arranging dates/times for BIISC to present to board/community association (eg. getting board to allocate time on the agenda for BIISC presentation)
- After board/association approval, work with BIISC representatives to select a time and date for volunteer workshops
- Promotes albizia control training workshop within community (put up flyers, send emails, talk to neighbors, etc.) BIISC can help with providing flyers, publicizing the event, etc. as requested by the coordinator.

Workshop Day

- Is present to greet community members, help collect waivers, encourage volunteers to sign up to take control of their neighborhoods

After workshop

- Acts as contact person for volunteers who want to sign up to take care of an area – collects names of individuals/teams and the specific areas they want to address. If area maps are requested, coordinator requests maps from BIISC and provides them to the volunteers.
- Provides volunteers with guidance on reaching out to absentee owners, HELCO, DOT, County, etc. as necessary for control of hazard trees. (BIISC will supply the community coordinator with resources for this, including letter templates, documents, information on legislation, and contact information for various entities)
- Provides volunteers with tracking sheets (supplied by BIISC)
- Collects tracking sheets and provides them to BIISC

Ongoing

- Provides information to BIISC about unusual situations that develop re: albizia
- Provides updates to community volunteers about developments with albizia (eg. new legislation that is proposed, possible funding assistance programs that develop, etc.)
- Coordinates acquisition of at-cost Milestone through BIISC, provides to volunteers as necessary (or through whatever mechanism is designated by the board/association). The at-cost price of Milestone is currently \$90 per quart. Checks should be made payable to Big Island RC & D Council and arrangements can be made with your BIISC contact.\

Albizia Control Team Volunteer

The role of individual volunteers or volunteer teams may differ between communities based on the needs of each community. The general responsibilities are listed below. *This form should be used as a template for boards and associations to create their own volunteer agreements.*

Proposed Volunteer Agreement:

- I will safely remove/treat keiki albizia (non-hazard trees) appearing along roadsides in my designated area using the method recommended by BIISC.
- I will notify property owners of both hazard and non-hazard albizia on their property:
 - I will seek permission from property owners and work with them to remove and treat non-hazard trees on their property.
 - I will inform property owners with hazard trees of related county and state laws, and point them to resources for removing hazard trees.
- I will report to the appropriate entity any hazard trees in the county road ROW, state highway ROW, or that are directly overhanging power lines.
- I will document locations of hazard trees in my area as well as responses to my notifications, and report those to our Community Albizia Coordinator (to be shared with BIISC).
- I will report the number of trees removed/treated to the Community Coordinator on a regular basis (to be shared with BIISC).
- I will continue to be vigilant in my area and monitor for new growth for one year after tree treatment and removal.

As a volunteer, I will receive:

- Training by qualified BIISC staff in assessment of potential hazard trees and proper methods of treating keiki or non-hazard trees using herbicide.
- A resource kit to use when contacting property owners, including:
 - A template letter for notification to the property owner
 - An agreement form to allow entrance to the property for the purpose of treating non-hazard trees
 - Information about relevant state and county laws pertaining to hazardous trees
 - Information about potential sources of loan or grant funding to remove hazard trees
 - A list of certified arborists who will remove albizia
- Resources to contact the county, the state, or HELCO to report hazardous trees in their ROW.
- A satellite map/image of my designated area (as requested).
- Refills of herbicide as necessary and as provided by the Community Association or Board*

*Community Associations and Boards can receive Milestone herbicide at cost through BIISC. The method of provision of that herbicide to the volunteers must be designated by the board/association. BIISC will not provide herbicide directly to community volunteers who have not been previously designated by the board or association.

I understand and agree to the responsibilities above and will complete them to the best of my abilities. I agree to maintain a safe approach to treating albizia as outlined in the training provided by the Big Island Invasive Species Committee.

Volunteer Name/Signature _____ Date _____

Selected area (name of road(s), cross streets – provide description of area as specific as possible):