

LKOC Standing Committees and Duties

All Committees, except Finance and Nominating, have Chairs appointed by the LKOC Board. All appointed Committee Chairs are voting members of the board, along with our elected Officers and Advisors. All Committee Members are welcome to attend our monthly board meetings.

Beautification

Duties: Oversees existing beautification projects and pursues new beautification initiatives, maintains communication with appropriate city and state municipal entities and LKOC's privately hired landscape contractors, responds to requests from the community about tree-related or landscape issues, on both public and private property.

Communications

Duties: Creates and distributes LKOC's twice-yearly Newsletter, manages LKOC's social media accounts, manages LKOC's website, helps prepare and distribute press releases.

Education

Duties: Facilitates educational outreach events, including school and other organization visits/presentations, as they arise.

Finance - (LKOC Treasurer is the Chair)

Treasurer's Duties: Handles all LKOC financial transactions, develops LKOC's annual budget, presents monthly financial statements to LKOC board, works closely with TOC central office staff and accountant.

Historian

Duties: Manages LKOC's archives, including historical information and recent activities.

Membership - Barbara Krasniewski

Duties: Manages LKOC's membership rolls, welcomes new members, takes part in LKOC events where members attend, manages Town Party LKOC Membership Booth.

Nominating

Duties: Determines the board slate of nominees for the coming year. For the last several years, the full board has operated as the committee.

Programs/Events

Duties: Organizes all LKOC events, including our twice-yearly membership meetings, and plans other activities and events throughout the year.

Public Affairs

Duties: Oversees LKOC advocacy and involvement in environmental stewardship issues that affect Kailua, performs background research on environmental and land use issues, develops public policy position statements to present to the board, develops testimony during the legislative session as needed.

Scholarship

Duties: Oversees LKOC's scholarship fund at Windward Community College (WCC).

Signs

Duties: Monitors illegal signs in Kailua, alerting appropriate officials as necessary.

Town Party

Duties: Oversees all aspects of LKOC's annual "I Love Kailua" Town Party.

Volunteers

Duties: Recruits new volunteers, responds to those interested in volunteering.

WCCC Partnership

Duties: Oversees our activities at the Women's Community Correctional Center (WCCC), including our LTG Program and Community Service Workline, writes grants as needed, works closely with WCCC staff.

Note that elected LKOC Board Officers (President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer) perform specific duties as well, including handling all correspondence, meeting minutes, finances, and some of the duties mentioned above.