

Role Description: Community Advisory Board Member for the Springfield Urban Forest Master Plan

Position: Community Advisory Board Member

Openings: 8 - 10

Timeframe: September 2026 – August 2027

Pay: \$500 stipend

Interested? Please [fill out an application](#) by August 14, 2026

Questions? Contact Arthur Sanchez, Project Administrator, at asanchez2@springfieldcityhall.com or (413) 482-0593

Visit: tinyurl.com/SFD-CAB
or Scan the QR code below



About the Project

The City of Springfield's Forestry Division (SFD) is developing an Urban Forest Master Plan (UFMP). This plan will help the SFD determine where to plant more trees and establish a long-term framework for managing Springfield's urban forest for the next 20 years. The SFD hopes that by connecting with many community members throughout the development of this plan, it can get a better sense of how to respond to what the community needs while also educating the community about the many benefits of planting and maintaining healthy trees in public places.

What is the Community Advisory Board?

The Community Advisory Board (CAB) will be made up of 8 - 10 community members, plus Springfield Forestry Division Staff, and a small team of community engagement consultants. Over the course of 12 in-person, monthly meetings, the CAB will develop:

- A shared vision about the best way to engage community members in the UFMP planning process
- Principles and goals for the Urban Forest Master Plan based on:
 - What the CAB is hearing from the broader community through collaboratively developed engagement activities
 - The City of Springfield's environmental goals
 - Professional and scientific expertise about the best ways to grow and care for trees in urban areas

What are the Roles and Responsibilities of a Community Advisory Board Member?

Community Advisory Board (CAB) members are not expected to bring knowledge or expertise around the City's environmental goals or best practices for urban tree management. Rather, a strong CAB member will be someone who:

- Cares about the environment and values trees as part of a healthy environment
- Cares about their neighbors and wants the best quality of life for all Springfield residents
- Can reliably attend monthly CAB meetings and other community engagement events

- Is excited to listen to and learn from their fellow CAB members and neighbors
- Is excited to share their ideas as part of a team with people from many different backgrounds
- Has close connections with, and ideas about how to get input from, people who are most vulnerable to harmful environmental impacts, such as:
 - Black, Indigenous, and People of Color, including enrolled members and leaders of the state-recognized Hassanamisco Nipmuc Band
 - People who don't speak English very well
 - People living with a disability or chronic illness
 - People living on low incomes
 - People who rent
 - Youth under age 18
 - Seniors over age 65

Time Commitment

The CAB will meet monthly for one year, from September of 2026 to August of 2027. Each meeting will be in-person in Springfield for up to two hours. Two meetings will be in the form of “field trips” to look at areas of the city that the CAB will be discussing. CAB members may occasionally be asked to help coordinate and/or attend engagement opportunities outside of the regular meeting time.

Other Information

- You'll need to complete hiring paperwork with personally identifiable information.
- You must arrange and pay for your own transportation to meetings, field trips, and engagement opportunities.
- Evening or weekend work may be required.

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