

## Directions for Environmental Commission Self-Assessment

1) **Read Across Each Row:** Membership, Relationship with Municipal Government, Financial Resources, Community & Outreach are criteria to evaluate the effectiveness of your commission

2) Novice, Proficient, Superstar describes traits at various levels of effectiveness

3) Check the corresponding boxes that apply to the effectiveness of your commission **SAMPLE ONLY BELOW**

| TRAITS/<br>CRITERIA                | 1 NOVICE  | 2 PROFICIENT   | 3 SUPERSTAR  |
|------------------------------------|---|--|--|
| EC Membership                      | <input type="checkbox"/> Meetings are irregular<br><input type="checkbox"/> No planning board liaison<br><input type="checkbox"/> Not all members attend/participate fully<br><input checked="" type="checkbox"/> Roles & responsibilities are inconsistently addressed<br><input type="checkbox"/> No EC training  | <input checked="" type="checkbox"/> Meet most months<br><input checked="" type="checkbox"/> Planning Board liaison<br><input type="checkbox"/> Members generally feel positive about direction of the commission and have sense of purpose<br><input type="checkbox"/> Roles & responsibilities are identified but only couple members participate<br><input checked="" type="checkbox"/> Some members attend EC training/workshop | <input type="checkbox"/> Meet regularly<br><input type="checkbox"/> Members have clear goals and official mission statement<br><input checked="" type="checkbox"/> Diversity of knowledge on commission<br><input type="checkbox"/> Roles & responsibilities are clearly identified & all members fully committed<br><input type="checkbox"/> <b>Most members attend EC training/workshop/Congress</b> |
| Relationship w/<br>Municipal Gov't | <input type="checkbox"/> Township liaison appointed but does not attend meetings<br><input type="checkbox"/> No or limited communication with two staff/council<br><input checked="" type="checkbox"/> <b>Annual report submitted</b><br><input checked="" type="checkbox"/> <b>Set yearly goals</b><br><input type="checkbox"/> <b>No ERI/Open Space Index</b> | <input checked="" type="checkbox"/> Township liaison irregularly attends<br><input type="checkbox"/> Meeting minutes submitted<br><input checked="" type="checkbox"/> General support of the commission's goals<br><input type="checkbox"/> Open Space index<br><input type="checkbox"/> Unused/Old ERI  | <input type="checkbox"/> Township liaison attends meeting regularly<br><input type="checkbox"/> Access & strong relationships with twp staff/consultants<br><input checked="" type="checkbox"/> Site plans shared & evaluated<br><input type="checkbox"/> Full support from twp leadership<br><input checked="" type="checkbox"/> <b>ERI/NRI utilized for decision making (includes OS Index)</b>      |
| Financial Resources                | <input type="checkbox"/> No budget<br><input type="checkbox"/> Funding for programs/projects through donations  | <input type="checkbox"/> Accepts instead of advocates for budget<br><input checked="" type="checkbox"/> Sufficient for ANJEC dues  | <input checked="" type="checkbox"/> Proactively asks for funding to meet goals as part of annual budget<br><input type="checkbox"/> Grant writing and potential for match  |
| Community Outreach &<br>Visibility | <input type="checkbox"/> Only some residents know township has an EC  | <input type="checkbox"/> Informal communication plan<br><input checked="" type="checkbox"/> EC hosts/tables at events<br><input type="checkbox"/> Flyers/articles in municipal newsletter<br><input checked="" type="checkbox"/> Members and meeting dates/minutes listed on township website  | <input type="checkbox"/> Formal communication plan: Events, press releases, networking, social media presence<br><input type="checkbox"/> Outside speakers at meetings (e.g, stormwater expert)<br><input type="checkbox"/> Community knows EC's value and advocates<br><input checked="" type="checkbox"/> Residents view EC as a resource of the muni govt   |

## ENVIRONMENTAL COMMISSION SELF-ASSESSMENT

| TRAITS/<br>CRITERIA                | 1 NOVICE  | 2 PROFICIENT  | 3 SUPERSTAR  |
|------------------------------------|---|---|--|
| EC Membership                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Meetings are irregular</li> <li><input type="checkbox"/> No planning board liaison</li> <li><input type="checkbox"/> Not all members attend/participate fully</li> <li><input type="checkbox"/> Roles &amp; responsibilities are inconsistently addressed</li> <li><input type="checkbox"/> No EC training</li> </ul>                               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet most months</li> <li><input type="checkbox"/> Planning Board liaison</li> <li><input type="checkbox"/> Members generally feel positive about direction of the commission and have sense of purpose</li> <li><input type="checkbox"/> Roles &amp; responsibilities are identified but only few members participate</li> <li><input type="checkbox"/> Some members attend EC training 'workshop/ Congress</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet regularly</li> <li><input type="checkbox"/> Members have clear goals and official mission statement</li> <li><input type="checkbox"/> Diversity of knowledge on commission</li> <li><input type="checkbox"/> Roles &amp; responsibilities are clearly identified &amp; all members fully committed</li> <li><input type="checkbox"/> <b>Most members attend EC training/workshop/ Congress</b></li> </ul> |
| Relationship w/<br>Municipal Gov't | <ul style="list-style-type: none"> <li><input type="checkbox"/> Township liaison appointed but does not attend meetings</li> <li><input type="checkbox"/> No or limited communication with twp staff/council</li> <li><input type="checkbox"/> <b>Annual report submitted</b></li> <li><input type="checkbox"/> <b>Set yearly goals</b></li> <li><input type="checkbox"/> <b>No ERI/Open Space Index</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Township liaison irregularly attends</li> <li><input type="checkbox"/> Meeting minutes submitted</li> <li><input type="checkbox"/> General support of the commission's goals</li> <li><input type="checkbox"/> Open Space index</li> <li><input type="checkbox"/> Unused/Old ERI</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Township liaison attends meeting regularly</li> <li><input type="checkbox"/> Access &amp; strong relationships with twp staff/consultants</li> <li><input type="checkbox"/> Site plans shared &amp; evaluated</li> <li><input type="checkbox"/> Full support from twp leadership</li> <li><input type="checkbox"/> <b>ERI/NRI utilized for decision making (includes OS Index)</b></li> </ul>                  |
| Financial Resources                | <ul style="list-style-type: none"> <li><input type="checkbox"/> No budget</li> <li><input type="checkbox"/> Funding for programs/projects through donations</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Accepts instead of advocates for budget</li> <li><input type="checkbox"/> Sufficient for ANJEC dues</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Proactively asks for funding to meet goals as part of annual budget</li> <li><input type="checkbox"/> Grant writing and potential for match</li> </ul>   |
| Community Outreach &<br>Visibility | <ul style="list-style-type: none"> <li><input type="checkbox"/> Only some residents know township has an EC</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Informal communication plan</li> <li><input type="checkbox"/> EC hosts/tables at events</li> <li><input type="checkbox"/> Flyers/articles in municipal newsletter</li> <li><input type="checkbox"/> Members and meeting dates/minutes listed on township website</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Formal communication plan: Events, press releases, networking, social media presence</li> <li><input type="checkbox"/> Outside speakers at meetings (e.g, stormwater expert)</li> <li><input type="checkbox"/> Community knows EC's value and advocates</li> <li><input type="checkbox"/> Residents view EC as a resource of the muni govt</li> </ul>  |