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| **ACTIVITY** | **PLANNED** | **ACCOMPLISHED** | | **NOTES/RESOURCES** | |
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| **ITEMS TO REVIEW ANNUALLY** |  |  | |  | |
| Review and/or make recommendations on the stormwater ordinance |  |  | | <https://thewatershed.org/the-watershed-institute-releases-enhanced-stormwater-management-model-ordinance/> | |
| Review and/or make recommendations on the tree ordinance |  |  | | <https://www.njlm.org/CivicAlerts.aspx?AID=2779> | |
| Review other Environmental ordinances, make recommendations |  |  | | <https://cwp.org/updated-code-ordinance-worksheet-improving-local-development-regulations/> | |
| Review and make recommendations on the MS4 Permit Public Engagement |  |  | | <https://www.njfuture.org/wp-content/uploads/2023/09/NJF_MS4PermitPrimer.pdf> | |
| Update ERI (Environmental Resource Inventory) |  |  | | <https://anjec.org/wp-content/uploads/2019/07/ERI-2013.pdf> | |
| Review site plans (is everyone trained?) |  |  | | <https://anjec.org/wp-content/uploads/2022/09/ANJEC-Site-Plan-Review-updated-6-2022.pdf> | |
| Review zoning |  |  | | [https://anjec.org/wp-content/uploads/2022/09/ANJEC-Site-Plan-Review-updated-6-2022.pdf](https://anjec.org/wp-content/uploads/2022/09/ANJEC-Site-Plan-Review-updated-6-2022.pdf%20%20)  https://www.njlm.org/Archive/ViewFile/Item/1566 | |
| Outreach materials – language needs |  |  | | <https://anjec.org/library/>  <https://anjec.org/publications/>  <https://anjec.org/past-training-resources/>  <https://espanol.epa.gov/>  <https://www.epa.gov/lep/vietnamese>  <https://www.epa.gov/lep/korean>  <https://www.epa.gov/lep/traditional-chinese> | |
| Build on effective communication (and shared goals) with municipal officials, other committees/commissions (Open Space, Tree protection, Green Team) |  |  | | <https://anjec.org/wp-content/uploads/2022/01/Winter2022_ANJECReport.pdf#page=28>  <https://anjec.org/wp-content/uploads/2019/07/EnvCommissionersHandbook-2017.pdf> (Pages 8-16) | |
| Follow ANJEC on social media -- A good way to get the most up-to-date resources and information for your projects |  |  | | Instagram: @anjecposts  Facebook: ANJECpage  YouTube: ANJEC Views | |
| What else? – Please use this as a template to customize as needed for your needs. |  |  | |  | |
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| **MONTH BY MONTH**  **TO-DO LIST** |  | |  | |  |
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| **January** |  | |  | |  |
| Committee reorganization |  | |  | |  |
| Set meeting dates for the year, give info to township administrator to post on website |  | |  | |  |
| Set annual goals - coordinate with local ECs, watershed organizations? |  | |  | |  |
| Go before governing body and present your annual report on the EC's past year's activities (read it into the minutes) |  | |  | | <https://anjec.org/wp-content/uploads/2019/07/EnvCommissionersHandbook-2017.pdf> (page 8) |
| Begin spring cleanup planning |  | |  | | <https://njclean.org/volunteer-cleanups> |
| Send updated commissioners list (with contact info) to ANJEC (info@anjec.org) |  | |  | | <https://anjec.org/wp-content/uploads/2023/11/2024-MembershipContactListBlank.pdf>  ANJEC accepts member contact information in alternate format, please email member lists or updates to info@anjec.org |
| **February** |  | |  | |  |
| Begin planning Earth Day/Earth week activities |  | |  | |  |
| Sign up for ANJEC Fundamentals for Effective Environmental Commissions Course (each commissioner should take this entire course at least once during their tenure) |  | |  | |  |
| Request displays & games for upcoming festivals - email info@anjec.org |  | |  | | info@anjec.org |
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| **March** |  | |  | |  |
| Take ANJEC Fundamentals for Effective Environmental Commissions course |  | |  | |  |
|  |  | |  | |  |
| **April** |  | |  | |  |
| Earth Day Event(s) |  | |  | |  |
| Apply for ANJEC Open Space grant? |  | |  | | https://anjec.org/open-space-stewardship-grants/ |
| **May** |  | |  | |  |
| Spring Cleanup |  | |  | |  |
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| **June** |  | |  | |  |
| Check in on annual goals. Prep for fall activities. |  | |  | |  |
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| **July** |  | |  | |  |
| Write & post press articles about EC activities. |  | |  | | Please share them with ANJEC staff at info@anjec.org. |
| Recruit volunteers. |  | |  | | https://www.wholewhale.com/tips/10-creative-ways-for-nonprofits-to-recruit-volunteers/ |
|  |  | |  | |  |
| **August** |  | |  | |  |
| Submit EC project for ANJEC Environmental Achievement Award consideration. |  | |  | | Email to: info@anjec.org |
|  |  | |  | |  |
| **September** |  | |  | |  |
| Sign up for ANJEC Environmental Congress |  | |  | |  |
| Attend ANJEC Environmental Congress |  | |  | | Friday, September 27, 2024 |

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| **October** |  |  |  |
| Fall Cleanup |  |  |  |
| Fall Festivals |  |  |  |
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| **November** |  |  |  |
| League of Municipalities Annual Meeting |  |  | November 19-21, 2024  Atlantic City  https://annualconference.njlm.org/event/c1011afb-663d-498a-b7bd-b5093eeb105d/summary |
| Prepare EC budget for next year (include ANJEC dues) |  |  | <https://anjec.org/wp-content/uploads/2019/07/EnvCommissionersHandbook-2017.pdf>  (Page 4-5) |
|  |  |  |  |
| **December** |  |  |  |
| Write annual report (include volunteer hour calculation) |  |  | Please share it with ANJEC by emailing info@anjec.org. |
| Have township pay ANJEC dues for 2025 |  |  | https://anjec.org/memberships/ |
| Celebrate! |  |  |  |
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