|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **PLANNED** | **ACCOMPLISHED** | **NOTES/RESOURCES** |
|  |  |  |  |
| **ITEMS TO REVIEW ANNUALLY** |  |  |  |
| Review and/or make recommendations on the stormwater ordinance |  |  |  |
| Review and/or make recommendations on the tree ordinance |  |  |  |
| Review other Environmental ordinances, make recommendations |  |  |  |
| 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 municipal zoning |  |  | https://anjec.org/wp-content/uploads/2022/09/ANJEC-Site-Plan-Review-updated-6-2022.pdf  |
| Outreach materials – language needs |  |  |  |
| Build on effective communication (and shared goals) with municipal officials, other committees/commissions (Open Space, Tree protection, Green Team) |  |  |  |
| Follow ANJEC on social media -- A good way to get the most up-to-date resources and information for your projects |  |  | FacebookInstagramYouTube |
|  |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **MONTH BY MONTH** **TO-DO LIST** |  |  |  |
|  |  |  |  |
| **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 |
| Begin spring cleanup planning |  |  |  |
| 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 |  |  |  |
|  |  |  |  |
| **March** |  |  |  |
| Take ANJEC Fundamentals for Effective Environmental Commissions course |  |  |  |
|  |  |  |  |
| **April** |  |  |  |
| Earth Day Event(s) |  |  |  |
| Apply for ANJEC Open Space grant? |  |  |  |
| **May** |  |  |  |
| Spring Cleanup |  |  |  |
|  |  |  |  |
| **June** |  |  |  |
| Check in on annual goals. Prep for fall activities. |  |  |  |
|  |  |  |  |
| **July** |  |  |  |
| Write & post press articles about EC activities.  |  |  |  |
| Recruit volunteers. |  |  |  |
|  |  |  |  |
| **August** |  |  |  |
| Submit EC project for ANJEC Environmental Achievement Award consideration. |  |  |  |
|  |  |  |  |
| **September** |  |  |  |
| Sign up for ANJEC Environmental Congress |  |  |  |
| Attend ANJEC Environmental Congress |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **October** |  |  |  |
| Fall Cleanup |  |  |  |
| Fall Festivals |  |  |  |
|  |  |  |  |
| **November**  |  |  |  |
| League of Municipalities Annual Meeting |  |  |  |
| Prepare EC budget for next year (include ANJEC dues) |  |  |  |
|  |  |  |  |
| **December** |  |  |  |
| Write annual report (include volunteer hour calculation) |  |  | Please share it with ANJEC by emailing info@anjec.org. |
| Have township pay ANJEC dues for 2026 |  |  |  |
| Celebrate!  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |