**Job Description**

An environmental commissioner serves in an advisory role. They should commit to one meeting a month and 1-3 hours a month working on issues/projects/outreach. The following is a list of typical job responsibilities; as a whole, the seven members of the EC shall:

* monitor and research local, county, state and federal regulations pertinent to the municipality’s environmental setting ;
* research and prepare written responses (write papers, editorials, letters to political representatives, etc.) on behalf of the municipality to pertinent proposed environmental, solid waste and recycling regulations potentially affecting the community;
* act as a source for information and solutions regarding environmental issues which may be of interest to the municipality;
* help create and maintain an Environmental Resource Inventory, a guiding document that lists and protects a municipality’s environmental features, such as streams, floodplains, trees and open spaces;
* develop necessary educational programs related to environmental issues at the direction of the municipality;
* maintain a database of volunteers experienced in various environmental areas of expertise;
* review applications for development filed with the Planning Board and the Zoning Board of Adjustment and recommend steps to assure the preservation and protection of natural resources (EC-Planning Board liaison);
* promote environmental awareness and protection programs to the community and public schools;
* assisting with the street tree planting program;
* create and maintain the Open Space Index
* advocate for policies to protect natural resources;
* educate the public and collaborating with other organizations to address local and regional environmental concerns; and
* coordinate all activities in the annual commemoration of Earth Day/Week/Month
* develop and share annual environmental commission report

From the enabling legislation[[1]](#footnote-1) – “The commission shall consist of not less than five nor more than seven members, appointed by the mayor of the municipality, one of whom shall also be a member of the municipal planning board and all of whom shall be residents of the municipality”

**Desired Skill Sets:**

* strong analytical and critical thinking skills
* excellent communication abilities
* problem-solving expertise
* knowledge of environmental regulations
* data analysis capabilities
* project management skills
* stakeholder engagement
* ability to collaborate effectively with diverse groups
* communications/outreach/education
* landscaping/gardening

If you are interested in

* helping protect your local natural resources and
* assisting with preparing INSERT MUNICIPALITY NAME for increasing weather challenges, please contact us at INSERT EMAIL AND/OR OTHER WAY TO CONTACT – LINK TO VOLUNTEER SIGN-UP?
1. https://anjec.org/wp-content/uploads/2019/07/EnvCommissionersHandbook-2017.pdf#page=71 [↑](#footnote-ref-1)