



Annual Checklist for ECs

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



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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			Facebook Instagram YouTube
Other			



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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



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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?			



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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			



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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!			