

Under Article IV, Section 3 of EEAC bylaws, the Steering Committee may designate additional committees as needed to meet the mission of the organization. The following is a (draft) list of the additional committees and their duties.

**Membership Committee - Powers and Duties**

The Membership Committee is responsible for maintaining accurate records of the organization's membership, welcoming new members into EEAC and reminding members when they need to renew membership. The Membership Committee actively works toward growing a diverse EEAC membership through tabling events, promotions, and other appropriate outreach.

**Finance and Fundraising Committee - Powers and Duties**

The Finance and Fundraising Committee will be led by the Treasurer. This committee is responsible for identifying funding opportunities for EEAC to deliver programs and achieve its mission. Grant applications and reports must be approved by the steering committee as a whole but will be prepared by the finance and fundraising committee.

**Programs Committee - Powers and Duties**

The Programs Committee is responsible for planning the logistics and content of programs that align with the mission of EEAC and meet the needs of the membership, including the Annual Meeting. This committee will reach out to member organizations to host events. Programs can include networking events, workshops, conferences, and tours.

**Communications Committee - Powers and Duties**

The Communications Committee will be overseen by the Secretary. This committee is responsible for the timely and accurate design and dissemination of information to members and the wider community. Communication channels include meeting minutes, newsletter, social media, website, and listservs. (The Newsletter committee would be absorbed into this.)

**Special Projects Committee - Powers and Duties**

The Special Projects Committee is NYC EEAC's initiative incubator informed by the expressed needs of membership. This committee allows EEAC to address and respond to emergent issues and opportunities in the field of environmental education in New York City. Initiatives managed by the Special Projects Committee must have Steering Committee approval, and range from one-off projects to ongoing campaigns. (TEEP would be absorbed into this)

**Liaisons - Powers and Duties**

Liaisons (e.g. NYSOEA) function to increase the exposure and reach of EEAC and other organizations through the respective sharing of information, resources, and access to professional communities. Liaison positions are approved by the Steering Committee, and are added as needed.

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