

EEAC Steering Committee Member Welcome Packet
111821

Dear Firstname Lastname:

Congratulations on your position as an EEAC Steering Committee Member! We look forward to working alongside you in service to EEAC's mission of cultivating an inclusive community committed to increasing its capacity to understand and address NYC's environmental and related societal challenges.

Your 3 year term officially begins on **Month Day Year** and continues through **Month Day Year**. We look forward to getting to know you at the upcoming Steering Committee Orientation/Retreat on **Month Day Year**. In the interim, we hope that the following information will help prepare you for your new role in the organization.

Please contact your Steering Committee liaison, **Firstname Lastname (email)**. Upon receiving your email, the liaison will set up your account access to EEAC's internal website, provide you with an informal orientation to your new role, and answer any questions you may have.

Congratulations, again!

Chair

The Basics (Cheat Sheet)

Steering Committee Meeting information -- Isa

[SC names and contact info](#) -- Isa

Email protocols -- Shig

Internal website -- Shig

Google Drive/DropBox --Shig

File naming Protocol -- Shig

Hi NewMember. Look for an email from WordPress@eeac-nyc.org. If you don't see it, check your spam/junk mailbox in case it went there.

You can view a 3-minute video (below link) that shows the steps to initially set your own password, how to change your profile (you can do just part of the profile page), and to bookmark the login page for future access.

<https://eeac-nyc.org/login-steps/>

Below are the steps shown in the 3-minute video:

Your username is **username** (all small letters).

1. You'll receive an email from wordpress@eeac-nyc.org (check spam/junk box in case the email goes there):
 - a. Click on the first link in the email to set your own password.
 - b. Either use the provided password (write it down), or erase it and type in your own password.
 - c. Log in and fill in your Profile (your full name, what name to display, your photo, description, etc.).
 - d. The second link in the email is how to access the login page any time thereafter and should be bookmarked for easy reference.

Let me know if you have any problem or question.

Thanks,
Steering Committee Admin

Expectations

EEAC Steering Committee (SC) Members play a critical role in both governing and shaping the organization. Over x number of members have stepped up to serve on EEAC's Steering Committee throughout its 47 year history. While Steering Committee members bring a diverse set of experiences, skills, and perspectives to the table, there are some qualities shared by all.

Committed:

- Invest and take action in EEAC through capacity building, member recruitment, resource sharing and by seeking opportunities for collaborations and partnerships.
- Lend perspective and expertise regarding the current function and future of EEAC by sharing new ideas and thoughtful opinions for organizational improvement and future goals.
- Commit to a specific project or major responsibility, e.g., chairing or co-chairing a committee or administering one major function to further the mission and growth of EEAC.
- Actively work to contribute to larger organizational efforts that may not fall immediately under direct purview.
- Take an active role in identifying potential funding sources when needed.
- Continue to develop a roadmap and archive of institutional knowledge for new and future members.

Active:

- Attend and actively engage in monthly SC meetings and other EEAC events -- if unable to attend a monthly meeting, member(s) must alert Chair and provide project updates three days in advance of the meeting. Members who miss meetings are also expected to review meeting notes (found here), and follow-up on outstanding requests.
- Actively work to move projects forward, commit to doing homework, work to achieve the goals of the adaptive plan and abide by EEAC by-laws.

Responsive:

- Contribute timely and thoughtful responses to internal SC emails and listserv conversations.
- Demonstrate transparency of need for support from fellow SC members in an effort to progress all projects and goals with consideration to the mission and vision of EEAC.

Steering Committee Service Roadmap and Term Limits (June, 2020)

(c) Steering Committee members shall hold office for three (3) year terms; provided, however, that any Steering Committee member elected to fill an unexpired term (whether resulting from the death, resignation or removal of Steering Committee members) shall hold office until the next annual meeting at which the election of Steering Committee members is in the regular order of business and until a successor is elected or appointed and qualified. Steering Committee members may be elected to no more than two (2) consecutive terms (six years). A Steering Committee member can, pending nomination, return to the Steering Committee after a one term (3 year) hiatus.

In this document "member" means steering committee member

Once elected, members can serve for a maximum of two terms (six years). If members miss more than two steering committee meetings in a calendar year, they will be asked to step down from the steering committee.

When?	What?	Who?
Before term begins	Potential members understand the responsibilities of serving on the steering committee and the function of the various sub-committees.	Nominating Committee and Chair
First Year (January-December)	Member spends this year learning about the organization, helping out with tasks at least two sub-committees.	Chair, Sub-committee chairs
Second Year (January)	Member takes on a leadership role in a sub-committee. Member may continue to help with other sub-committees.	Chair
Third Year (January)	Member is asked if they intend to stay on for an additional term (pending the election at the end of this year.) If they are staying on, will they remain in the leadership position of the sub-committee? If so, keep on keeping on. If stepping down, the third year should be spent passing the torch of their sub-committee onto someone else. Member will also help find a replacement SC member (serve on Nominating committee)	Nominating Committee
Fourth Year	Member continues on in a leadership role in a sub-committee. Member may continue to help with other sub-committees.	Chair
Fifth Year	Member continues on in a leadership role in a sub-committee. Member may continue to help with other sub-committees.	Chair
Sixth Year	Since member must step down at the end of this year, the year should	Nominating Committee

	<p>be spent passing the torch of their sub-committee onto someone else. Member will also help find a replacement SC member (serve on Nominating committee)</p>	
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Subcommittee Descriptions

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.

Updates shared at monthly Steering Committee meetings and summary shared at Annual Meeting.

Responsibilities:

- Recruit new members and promote membership at a minimum of two relevant public events per year; explore alternative methods of outreach/promotion when in-person not an option
- Process memberships as they come in
- Oversee and archive member communications including renewal reminders, invoices for institutional members, welcome letters, and thank you/receipts
- Oversee the Google group with listserv coordinator
- Maintain accurate membership database that includes contact information and affiliation
- Oversee and manage Eventbrite list and TEEP list -- rectify with member database, with support of Communications
- Share task of sending / distributing newsletter with Communications 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. This committee will reach out to member organizations to host events. Programs can include networking events, workshops, conferences, and tours.

Updates shared at monthly Steering Committee meetings and summary shared at Annual Meeting.

Responsibilities:

- Per calendar year, plan and execute a minimum of three professional learning and networking events for members
- Recruit member organizations to host programs and share organizational program announcements through regularly scheduled list-serv requests
- For each program, request post-event summary article from host (incl. photos) for inclusion in newsletter
- With Communications Committee, actively promote programs on social media, Eventbrite, Google group, and any other outlets identified
- Plan Annual Meeting, incorporate member feedback on special content to be included
- Work with Communications Committee on survey membership post-event

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, publications, social media, website, and listservs.

Updates shared at monthly Steering Committee meetings.

Website/Online Archive Responsibilities:

- Maintain EEAC website hosting and development
- Keep website current through timely sharing of announcements, events, and meetings
- Archive old newsletters on the website
- Internal website upkeep and usability development

Special Projects Committee - Powers and Duties

The Special Projects Committee is NYC EEAC's initiative incubator informed by the expressed needs of membership and wider EE community. 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.

Updates shared at monthly Steering Committee meetings.