

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

Priorities for next 12 months:

- With Finance Committee, research and submit recommendations for digital membership management program including an online membership renewal system (e.g. Click and Pledge or Gift Tool)
- With Communications, development of a New Member Welcome Packet with upcoming meetings, committee info, how to get involved
- Creation of an EEAC Navigator position - person who reaches out to new members to invite them to meetings and let know about volunteer opportunities

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.

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

Responsibilities:

- Work with Program Committee on developing event budgets for review and approval by Steering Committee
- Track, deposit, and document membership payments
- Track and document additional sources of revenue including PayPal and Eventbrite
- Coordinate with Membership in the tracking and processing of invoices, receipts, and reimbursements
- File and document Annual taxes
- Track and archive bank statements

Priorities for next 12 months:

- With Membership Committee, research and submit recommendations for digital membership management program, including an online membership renewal system (e.g. Click and Pledge or Gift Tool)
- With Chair, research and submit recommendations for secure online financial system
- Create and submit annual budget

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

Priorities for next 12 months:

- Recruit new volunteers for Program Committee
- Develop a rubric through which all program proposals are assessed to ensure alignment with new mission
- Survey members on greatest program needs with a focus on virtual programs to reduce barriers to participation
- Work with member organizations to create and maintain a database of free or low-cost event spaces for programs

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: (Shig)

- 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

Website/Online Archive Priorities for next 12 months: (Shig)

- Survey membership to gauge user satisfaction with current format and content shared. Use feedback to inform direction, purpose, and format of website.
- Streamline all online repositories, including internal website, drop box, google drives
- Adapt look and feel of new identity for website

General Communications Priorities for next 12 months: (Whole Committee)

- Branding revamp, including logo and identity system for print and web; templates for regularly produced ephemera (e.g. ballots and flyers)
- Develop annual Marketing Plan
- With Membership, develop New Member Welcome Packet (**Bonnie R**)

Publications Priorities for next 12 months: (Bonnie M)

- Survey membership to gauge readership and satisfaction with current format of newsletter (digest, 3x year) and content shared. Use feedback to inform direction, purpose, and format of primary communication vehicle, moving forward.

Social Media Priorities for next 12 months: (River)

- Expand social media presence through regularly scheduled posts (content, member org announcements, etc.) and engagement with other EE and EE-adjacent organization social media (Facebook, Twitter, Instagram, etc)
- General and targeted outreach for each EEAC programs and events
- Work with Membership committee for Eventbrite management

Bylaws - Section 7. Secretary: Powers and Duties

The Secretary shall act as Secretary of all meetings of the members and the Steering Committee, and shall keep the minutes of all such meetings in the books proper for that purpose. S/He shall perform all the duties customarily incident to the office of Secretary, subject to the control of the Steering Committee, and shall perform such other duties as shall from time to time be assigned to him/her by the Steering Committee.

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; summary shared at Annual Meeting.

Special Projects Responsibilities:

- Plan and facilitate one meeting annually to report on progress on current initiatives and gather input from members and wider EE community.
- Set goals and monitor progress on projects and, if necessary, recruit additional EEAC members or others to help bring projects to fruition.

Special Projects Priorities for next 12 months:

- Work with Communication Committee to set up teacher environmental education preparation (TEEP) syllabus sharing project on the EEAC website.
- Develop professional learning database prototype and present to steering committee and membership.

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. Liaison responsibilities are organization-specific.

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

NYSOEA Liaison Responsibilities:

- Maintain connection between NYSOEA and EEAC by sharing organizational news and updates, promoting reciprocal organizational memberships, confirming rate discounts, and promotion of respective events, including signature events including NYSOEA annual conference and EEAC annual meeting.

NYSOEA Liaison Priorities for next 12 months:

- Work with EEAC Membership Committee to request all members opt directly in/out of EEAC listserv and NYSOEA mailing lists so that members receive communication directly from the organizations.
 - Can EEAC Google Group address be added to NYSOEA list, to eliminate this sharing work for rep?
- Provide updates on NYSELP and information on how EEAC members can help move the plan forward for adoption by NYS.

[end]