

## ANJEE STANDING COMMITTEES

### FINANCE COMMITTEE

#### **THE FINANCE COMMITTEE WILL:**

- work cooperatively with other committees and officers to identify funding needs of ANJEE;
- identify means of raising funds and appropriate sources of funding;
- develop grant proposals and requests for funding;
- seek funding for the continuation of the EE Resource Information Center at Rutgers;
- seek funding for permanent staff and for a permanent office;
- with the Treasurer, administer the annual budget;
- with the Treasurer, the Finance Committee Chair will provide year-end financial information to ANJEE accountant and oversee state and federal filing requirements;
- work with Conference Committee to coordinate conference sponsorships as well as the silent auction to be held at the annual conference.

The Treasurer will be a member of this Committee, but not its chair. The Chair of this committee is selected by the President and does not have a limit on their term.

**Note:** All fundraising proposals to be approved by Executive Board.

### PUBLICATIONS COMMITTEE

The Publications Committee shall

- produce a quality ANJEE Newsletter (The Daily Planet) on a regular basis;
- be responsible for the publication of any other document as required;
- be chaired by the Newsletter Editor(s).

### NEWSLETTER EDITOR(S)

The Newsletter editors shall

- serve as the chairperson(s) of the Publications Committee;
- produce and distribute the ANJEE newsletter (three issues annually) to members - in full conjunction with the other members of the Publications committee;
- coordinate the newsletter production including solicitation and/or writing of articles, providing direction for the members of the Publications Committee, editing, typesetting, layout, printing and mailing
- prepare a budget for the newsletter printing and distribution;

- is a member of the Executive Board and will attend Executive Board and Advisory Council meetings.

The newsletter editor is appointed by the President and serves a two-year term. This term is renewable upon agreement with the Executive Board.

### **CONFERENCE COMMITTEE**

The Conference Committee is responsible for all details and logistics associated with providing a two-day professional development conference for environmental educators. The Conference Committee Chair is appointed by the President.

The Conference Committee is further divided into the following working groups:

**Program** – Assign theme, develop workshops, coordinate panel discussions, organize field trips, solicit presenters, keynote speakers, develop final program packet, speakers’ contracts, assign and track budget.

**Facilities and AV** – Seek facilities to house the conference, assign rooms for presentations, notify presenters of time and place of presentations, coordinate AV needs.

**Lodging** – Locate reasonably priced lodgings close to conference site and negotiate group rates.

**Market Place** – Coordinate exhibitors, develop mailing materials for exhibitors, assign tables and spaces, order tables, confirm registrations.

**Auctions, Raffles and Resource Table** – Solicit donations for prizes for auction, mug contest, door prizes, silent auction and raffles. Coordinate these programs. Writes thank you letters to donators.

**Fundraising** – Identify and apply for sources of funding to support the conference and for scholarships.

**Signage** – Prepare and display signs for the days of the conference: on access roads, areas for registration, presenters, exhibitors, pre-registrants, walk-ins, presentation rooms.

**Registration** – Collect funds and record pre-registrants. Order nametags. Register walk-in registrants and market place exhibitors.

**Publicity** – Design and edit preliminary flyer. Design, print and mail final brochure to ANJEE members before Thanksgiving. Prepare and send press releases to statewide newspapers and NJEA Review (Deadline Sept 1) at the same time, apply for NJEA endorsement and request certificates for each day. Also, send release to NJ Science Teachers Association Newsletter (Deadline Oct 1) and the ANJEE newsletter. Distribute flyers at NJST Convention in October and the NJEA Convention in November. Try to get press coverage for Conference. Emphasize keynote speakers and Annual Awards recipients.

**Refreshments** – coordinate breakfast and lunch refreshments for the two days of the conference.

**Banquet** – coordinate awards banquet, including catering, drinks, alcohol permits (if required), and evening program.

**Annual Conference on Environmental Music** – Solicit musicians to perform, arrange for P.A. system, coordinate the evening’s program with the Banquet coordinator, write thank-you letters to performers.

**Outreach** – Contact local schools, education administrations, and teaching colleges to get more classroom teachers, students and pre-service teachers involved.

**Evaluation** – Design and distribute conference and presentation evaluations. Collate results and submit report to Conference, Advisory Council and Executive Board.

### **MEMBERSHIP COMMITTEE**

As part of the Membership Committee's 1998 Implementation Plan, three geographic regions were defined.

These are as follows:

Northern Region – Sussex, Warren, Passaic, Morris, Bergen, Hudson and Essex.

Central Region - Hunterdon, Somerset, Middlesex, Mercer, Monmouth and Union.

Southern Region – Ocean, Atlantic, Burlington, Camden, Cumberland, Gloucester, Salem, Cape May.

Each region will have a regional coordinator who will select (at least) two assistants – one from formal education, one from non-formal. (See *Section 16* for Regionalization Map)

### **THE MEMBERSHIP COMMITTEE WILL:**

- initiate and coordinate activities to promote membership;
- with the Public Relations Committee, implement marketing strategy for increasing membership;
- meet with the Regional Program Committees and Public Relations Committee to coordinate regional programs;
- review demographics and interests of general membership;
- develop a membership report twice per year;
- refer to the Nominating Committee's diversification plan when targeting new members; and
- keep membership records.

### **PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee promotes the organization through special programs and traditional media avenues and develops promotional materials for ANJEE. The Public Relations Committee works closely with the Membership Committee and the Program Committees.

**THE PUBLIC RELATIONS COMMITTEE WILL:**

- work with the Membership Secretary and Committee to develop marketing strategies for membership target groups;
- promote ANJEE through traditional media avenues (press releases, radio announcements etc.)
- organize press coverage for ANJEE programs:
- provide information for the ANJEE Web site;
- provide the Publications Committee with articles for the newsletter;
- inform education community of efforts that correlate EE programs with classroom reform;
- design and develop a table-top display board for ANJEE and arrange for its appearance at key conferences and workshops and special programs;
- keep records of ANJEE newspaper articles (e.g. scrapbook);
- track the availability and distribution of promotional materials; and
- with the Membership Committee, develop specific marketing strategies for each target group (e.g. formal, non-formal, business, industry, retiree, student, etc.).

**PROGRAM COMMITTEES**

There are three Program Committees: “North”, “Central” and “South”. The Chairs are nominated from the Advisory Council by Executive Board and the committee members are selected by the chairs.

Goals

- To organize and sponsor regional programs, special events and in-service workshops for members and potential members to develop skills and provide enrichment opportunities.
- To support and promote programming developed by and for members and non-members to increase the reach of environmental education in NJ.

**THE PROGRAM COMMITTEES SHALL:**

- develop, coordinate, sponsor and host regional ANJEE-sponsored programs, events, professional development workshops etc. designed to enhance professional skills and provide enrichment. These programs will be offered to members and nonmembers;
- aim to offer a minimum of one, preferably more, ANJEE-sponsored program per region per year;
- produce guidelines and application forms for organizations interested in ANJEE endorsement or co-sponsorship;
- provide parties interested in ANJEE co-sponsorship and/or endorsement with written guidelines and a standard application form;

- solicit and accept applications from organizations and individuals to co-sponsor programs, evaluate the applications and accept/deny applications based on the criteria for ANJEE co-sponsorship;
- assist co-sponsoring organization with program organization; and,
- assist the Vice-president and President with the coordination of the Annual Retreat; and
- notify the Newsletter Editor of activities and events.

## **PLANNING COMMITTEE**

### History/Perspective

The Planning Committee was formerly the “Master Plan Committee”. The Master Plan Committee had the task of advocating for education reform whereby environmental education would become an integral component of existing curricula in all disciplines with a foundation structured on the internationally recognized principles of environmental education established by the UNESCO-UNEP conferences. The education reform thus stated was marked by the passing of the 1996 Environmental Education Act and the appointment of members to the NJ Commission on Environmental Education.

The Master Plan Committee, having achieved its stated goals, changed the focus of its planning efforts inwards to reform ANJEE through the process of writing a Strategic Plan. After workshops and peer review, the Strategic Plan was adopted by the membership at the Annual Meeting in January 1998.

### **Advocacy and Lobbying**

In October 2004, the Planning Committee began to investigate the possibility of ANJEE acting as an advocate to be able to lobby for legislation relating to environmental education (i.e. lobby for EE improvement efforts and/or lobby against efforts that would weaken EE). At the leadership retreat in March 2005, recognizing that non-profits were permitted, within guidelines, to lobby, the board voted to lift ANJEE’s self-imposed restriction on lobbying. Further, the board approved ANJEE registering with the Federal government under the “h” election, which allows non-profits to lobby, but within monetary restrictions. The process of registering as under the “h” election was put on hold until the NJ “ELEC Pay-to-Play” regulations would affect non-profit lobbying. ANJEE finally registered under the “h” election in July 2007. In summary, we can lobby, but within financial limits. Any money that is spent on lobbying needs to be monitored and reported.

### **By-laws**

As an offshoot of changing the by-laws to reflect our ability to lobby, the Planning Committee began to look at reforming ANJEE’s existing bylaws and began an attempt to reconcile some of the contradictions existing between the constitution, bylaws and handbook. This process illuminated the need for structural changes in the organization. New by-laws, incorporating a new structure, were presented to the Board in October 2006, a special meeting to discuss the proposed bylaws was held in November 2006. Many comments and suggestions were received and processed. A fully revised version of the new by-laws was emailed for

comment to the full Executive Board and Advisory Council in September 2007. They will be (were) presented to the Board for a vote in October 2007.

In the meantime, the By-laws Sub-committee will write a transition plan to help ANJEE transition from the existing structure and bylaws to the new, including timelines for changes, and will begin the task of rewriting the Handbook to conform with the new By-laws

The Planning Committee shall be responsible for the development and implementation of ANJEE's strategic and master planning efforts.

**THE PLANNING COMMITTEE SHALL:**

- Monitor the progress of the Plan of Action (*Environmental Education in NJ: A Plan of Action*);
- Maintain a liaison with the New Jersey Commission on Environmental Education;
- Represent ANJEE regarding any statewide effort in organizing or legislating environmental education, or in any matters concerning educational reform;
- Develop and implement a plan of action to inform legislators about environmental education efforts and principles and about the work of the Alliance for New Jersey Environmental Education;
- Develop ANJEE's Strategic Plan;
- Monitor the progress of the ANJEE Strategic Plan, and produce a report on its implementation;
- Develop an *ANJEE Handbook* (for distribution to committee members) and update it annually according to policy decisions and the Strategic Plan;
- Maintain and update the Constitution, By-laws and Customs and Traditions.

The Planning Committee is a Standing Committee; therefore, the chair(s) of this committee serves on the Executive Board. The president appoints the chair of this committee and the chair appoints committee members.