



# Steering Committee Agreement



*Thank you for your participation in Project W<sup>2</sup>Onder, a project funded by NOAA's Chesapeake Bay Watershed Education and Training Program. Project W<sup>2</sup>Onder represents a "Win-Win" On Designing Environmental Relationships.*

## Statement of Purpose

The purpose of this steering committee is to convene on a regular basis in order to collaborate and provide input toward the creation of the Environmental Literacy Plan for Middlesex County.

## Commitments

Required Meeting Schedule:

- Monday, January 22 from 3:15 – 5:15pm, in person at Middlesex School Board Office
- Monday, February 26 from 3:15 – 5:15pm, virtual via Google Meet
- Monday, March 25 from 3:15 – 5:15pm, in person at Middlesex School Board Office
- Monday, April 22 from 3:15 – 5:15pm, virtual via Google Meet
- Monday, June 17 from 10:00 – 12:00pm, in person at Middlesex School Board Office

Optional Meeting Schedule:

- Monday, March 11, "Seeing through the Eyes of a Student" experience, time and location information forthcoming
- July Board Meeting, date and time TBD

Members should make all efforts to attend Steering Committee meetings and to complete small review tasks, including finding additional resources, between meetings. In the event that a Member must miss a meeting, there may be opportunities to complete work outside of the scheduled meeting time.

Your work on the Steering Committee is eligible for an honorarium upon completion of your commitment and submission of a W-9 form to Hanover-Caroline Soil and Water Conservation District. The honorarium will be within a range of \$250-\$280, depending on the total number of Steering Committee Members.

## Scope of Work

The Steering Committee's primary function will be to participate in the process of creating the final draft of the Environmental Literacy Plan. The process will involve evaluating, advising, and coming to consensus around the final draft. School Administration reserves the right to implement any items suggested by the Steering Committee.





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## Meeting Norms

Steering Committee Members are expected to:

- Leverage the perspectives and skills of all members
- Be solutions oriented
- Be respectful of others and differing perspectives
- Be an active listener
- Be punctual
- Work collaboratively

## Sustainability

It is our intention that the Steering Committee be the backbone of the Environmental Literacy Plan and its ability to be carried into future school years. In order for the Environmental Literacy Plan to be sustainable, we view it as a living document that will continue to be reviewed and updated. This responsibility lies with the Steering Committee to continue annual updates to the Environmental Literacy Plan, in support of Middlesex County Public Schools after the 2023-2024 school year ends. In the future, if a Member is unable to continue serving on with the Steering Committee, they will find a replacement member for their seat.

## Agreement

By signing this document, I agree to follow the duties as a Steering Committee Member as outlined above.

Printed First & Last Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Check when W-9 received by Hanover-Caroline Soil and Water Conservation District

Optional:

Phone Number \_\_\_\_\_ Circle preferred contact:    Email    Phone

