

ACTION TEAM DESCRIPTIONS

Board Members lead and serve on NHEE ACTION TEAMS as the need arises.

Conference Action Team: Plans annual NHEE conference. Team members divide up roles so the exact time commitment is hard to determine but it's anywhere from 6-10 hours over the course of those months.

- Tasks include, but are not limited to, deciding the theme, finding a location, putting out a call for workshop presenters, creating the agenda, finding keynote speaker, and proposing a budget.

General timeline & tasks:

Early September Conference Team is formed & contacted to schedule first meeting

Late September- Meeting to Create Theme & Call for Workshops

Nov. 15th- Save the Date & Call for Workshops Goes out (Leigh Ann sends out)

Nov. 30th- Team and Treasurer set the budget and registration costs

Dec. 10th- Team has determined & scheduled Keynote speaker

Dec. 15th- Team has contacted & scheduled a food caterer

Jan 3rd- Conference Registration Opens

Jan 15th- Call for workshops closes & Team meets to review & choose

Jan. 22nd -Team notifies workshop presenters

March (one week before conf date)- registration closes

Conference Day all team members are there to help out if possible

One week after Conference Day Team meets to debrief & make notes for next year

Development Action Team: Supports grant writing and reporting, and designs fundraising events including the Silent Auction at the Annual Conference.

- Tasks include, but are not limited to, reviewing grant proposals and reports, planning and preparing for fundraising events, and guiding the NHEE Administrator on fundraising activities.

NHEE'd To Get Outside Grant Action Team: Reviews and submits proposed awardees to Board of Directors.

General timeline & tasks:

Nov 20: Grant submissions close.

Nov 22: NHEE Administrator collates into one document, sends to other committee members.

Nov 23-30: Team members review grants on their own time and score them based on a rubric. Budget 2-3 hours for this process.

Fri Dec 1 to Tue Dec 5: Team meets virtually to agree on finalists. Budget 2 hours for this meeting.

Wed Dec 6: NHEE Board meets to finalize Team's decisions.

Dec 11-15: Grant letters prepared by and sent by NHEE Administrator

Jan. 5: NHEE Treasurer mails checks

Environmental Educator of the Year Action Team: Reviews and submits proposed awardee to Board of Directors. Budget 2 hour for entire process

General timeline & tasks:

Jan 1: Nominations for EE of the Year Opens

Feb. 1: Nominations Close

Feb.2-5: Review nominations on own time and meet virtually to decide winner

Feb. 5: NHEE Board meets to finalize Action Team's decision

Feb. 15: Winner is notified

Will likely be meeting more frequently maybe 1 hour a month to revise the types of awards we offer aligning more closely with the goals of the updated NH Environmental Literacy Plan.

NH Environmental Literacy Plan (NHELP) Action Team: Currently meeting 1 hour per month.

Following the release of the updated [New Hampshire Environmental Literacy Plan \(NHELP\)](#) in March 2026, the Action Team is now focused on putting the plan into action and building awareness and engagement across the state.

The team is working to identify practical ways to share and promote the NHELP with educators, schools, environmental education organizations, community partners, and other

stakeholders. Current efforts include developing informational flyers, brochures, handouts, and other outreach materials that clearly communicate the plan's goals and how individuals and organizations can get involved.

The Action Team is also brainstorming workshops and professional development opportunities connected to the NHELP, identifying conferences, meetings, and community events where the plan can be shared, and exploring partnerships that can help advance implementation. The team continues to identify opportunities for organizations and individuals across New Hampshire to align their existing work with the NHELP and help move its goals forward.

Youth Engagement Action Team: Likely meeting 1 hour per month. The Youth Engagement Action Team will bring together youth ages 16–21 and adults who are interested in supporting and uplifting youth voices in the field of environmental education. The team will explore ways to increase youth participation, leadership, and representation within environmental education across New Hampshire.

A key focus will be creating opportunities for young people to help shape environmental education programs, events, and initiatives while building connections to education, conservation, outdoor recreation, and environmental career pathways. Current initiatives include supporting youth leadership of the annual **Middle School & Sustainability Action Summit**, held each year on Earth Day at the Squam Lakes Natural Science Center.

The team will also brainstorm and develop new ways to connect with young people, such as participating in high school and college career fairs, tabling at college club and involvement fairs, connecting with existing youth-led environmental and outdoor organizations, and creating opportunities for youth to learn about environmental education careers, volunteer opportunities, internships, and leadership roles.

As the team develops, youth members will play an important role in identifying priorities and determining what types of opportunities and engagement would be most meaningful to them.

*Other Action Teams may arise throughout the year.
Updated 9/1/2026*