The Membership Coordinator maintains the Chapter contact list, reports volunteer hours, and sends event emails. This takes about 8 hours a month

Maintain contact list – the list contains 572 names in these categories.

* Board of Directors 17
* Chapter Coordinators 20
* Donor 4
* Elected official 27
* Government staff 16
* Hiker 30
* IATA Staff 10
* Interested party 28
* Landowner 24
* Member 247
* Volunteer 145

Review monthly membership updates from IATA office.

* Update mailing list.
* Send welcome message to new members.
* Change status of lapsed members. I keep them on the mailing list another three years.

Collect sign in sheets from trail improvement days, Chapter hikes and other events.

* Add new volunteers and hikers. Add to notification list if they provide email address. (There are separate lists for trail work and hikes. Combine?)
* Update date and event for nonmembers volunteers and hikers already on the list.

Add names from the volunteer center or other sources as Interested Parties. Update to Volunteer or Hiker when they attend an event.

Review rejects from mailings and update list accordingly.

Remove anyone who requests to be deleted from the list. Delete any nonmembers who have not attended an event in three years.

Monitor April and November election results to update elected officials.

* Congress member
* State legislators along the trail: 22nd, 58th, and 59th Assembly, 8th and 20th Senate.
* Chief executive of municipalities and County Board Chair.
* County board members with trail in district.
* City council members with trail in the district. (With Slinger and West Bend becoming Trail Communities we may want to include all council members.

Report volunteer hours quarterly.

* Collect event sign in sheets and NPS volunteer forms from event leaders.
* Collect hours from anyone who put in time apart from an event with a sign in sheet.
* Send report to IATA Headquarters.
* Send NPS volunteer forms to NPS office. (Required from nonmember first time volunteers and sponsored volunteer groups.)

Send emails to the Work Notice list before each Trail improvement day and Hike Notice list before each hike.

Send email notice to entire mailing list for each chapter meeting.

Mail an announcement of the Chapter annual meeting to entire mailing list, first class mail for those who have not elected email notice.