

MEMBERSHIP -- JOHN BURTON

Lists of members and groups	John Burton	Receive submission forms from website and add the names to the TRACKS list and to groups I.E. Hiking, biking, trail crew. Purify membership list each year in September.
Volunteer hours	John Burton	Request volunteer hours each month from members, compile into a spreadsheet and prepare the annual report. Maintain backup info.
Weekly messages	John Burton	Gather information for each group's weekly message. This week's hike is.... This week's trail work is....
Communicate with group leaders	John Burton	Coordinate email communication between the various TRACKS groups and our members. I.E. Trail crew work announcements, weekly hikes and general meeting notices. This includes editing and writing and artwork.
Coordinate with groups	John Burton	As the direct line of email communication between our membership and the leaders of our various groups, I forward questions and concerns to the appropriate channel. For example, Bob sends me a message that a trail is in bad shape. I then forward this to Lynn so that she can communicate with the leader of trail crew and set up a work date.
email system	John Burton	manage TRACKS emails - costs me \$575/year (donation). I can send out up to 100,000 emails in a single day
Volunteer Service Agreement	Beck Ney	Must be filed with Lorna McNeil-Cox in June of each year
Volunteers	John Burton	Accept volunteers' interests, names and contact info, maintain a list and pass on to the committees.

PUBLICITY -- SHERRILL SIGMEN

Members: Sherrill Sigmen, Betty Zink, Lynn Kribaum, Linette Barnes, John Burton, Kay Alderton, Linda Klingler		
FACEBOOK PAGE	John Burton	Maintain the Facebook page, Making TRACKS in The White Mountains. Post pictures and announcements. Field inquiries.
WEB SITE	Betty Zink, Linette Barnes	Design, build and maintain web site
Cloud	Betty Zink, Linette Barnes	(Document storage on the web) - used to share some TRACKS documents
Newsletter	Sherrill, Kay	Sherrill Ceates the monthly newsletter and emails out. Town gets email and makes 25 copies. Kay Alderton mails out to members without email.
Big maps and info	Lynn Krigbaum	Distribute TRACKS/trails maps and info (hotels, businesses, etc.), maintaikn stocks fo maps and solicit funds for reprinting
Newspaper	Linda Klingler	Notify newspaper of upcoming TRACKS events
Photos	John Burton, Betty Zink	Collect photos from members for use in newsletter and publicity

GROUPS AND EVENTS -- JOHN VUOLO

Meetings	John Vuolo	Arrange monthly meetings - speakers, publicity, reservations
Monthly Hike	NEED	Arrange monthly hike after meeting (do we still want to do this?)
Tour of the White Mountains	Nick Lund	Organize volunteers, liaison with TWM
Hiking Group	Heather Steiner and Debi Williams	Hiking group (Heather Steiner(winter) Debbi Williams (Summer) - maintain list
Horse Group	NEED	Horse riders group
Bike Group	Nick Lund and John Burton	Mountain Bike group
Ski Group	Lynn Krigbaum	Cross Country Skiing group (Lynn Krigbaum maintains list)
Trail Care Group	John Burton	Trail Care Group
WMOTA	Jim Snitzer	Liaison with WMOTA White Mountain Open Trails Association - motorized trail users
Christmas Party	Jim Snitzer	Christmas Party/WMNC
Trails Day	NEED MC	June Trails Day dinner and party with prizes
Minutes - record	Kay Alderton	Board and Public meeting: record minutes, make copies for meetings.
Minutes - type	Sherrill Sigmen	Type minutes and send out to Board.
Make reservations	Kay Alderton	Reserve Darbi's and Remada at Woodland Park for TRACKS meetings
Sue's Crew	John Burton	Diana and I will be manning the TRACKS booth for this years Sues Crew event on May 12th.
Highway Cleanup	Jan Newton	Spring and Fall cleanups
Trail Crew Appreciation Dinner	Dave McCullough	Set up dinner at a local restaurant at close of trail work year
Special Promotions	John Vuolo	Eagle Scout Projects, etc.
Nature Center	John Vuolo	Liaison with Nature Center

PROJECTS - various ad-hoc commities?

	as needed	e.g. bike gates, Billy Creek Trail, TWIGS, bike park in P-L
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TRAILS -- NEED TRAIL BOSS

For now, combination of John Burton, Jerry Good, Dave McCullough. Work with trail stewards to identify trails that need work.

Trail Care Group list	John Burton	Keep list of contacts for trail crew
Trail Work	NEED : trail Boss	Plan and set up work days
Volunteer hours	Beck Ney	Keep list of workers, hours, miles -- for annual report and Forest Service agreement
Trail Stewards	Lynn Krigbaum/John Burton	Maintain List of Stewards.
Trailhead adopters	Joan Patrick/Rosemary Huylebroeck	Adopters report to Joan Patrick. Keep maps at trailheads and report problems. Recruit adopters and maintain list of trailhead adopters
TRACKS trailer and shed	John Burton, Jim Snitzer, Dave McCullough, TRAIL BOSS	Bring trailer to events, get items from shed as needed
White Diamonds	Trail Stewards	Maintain a small stock of diamonds and decals to replace missing diamonds (in TRACKS shed)
snacks	Beck Ney/ Lynn Krigbaum/ Dave McCullough	Provide refreshments for Trail Crew
Trail Maps	Betty Zink, Trailhead adopters	Create/update trail maps (Betty Zink) and keep at trailheads
Down Trees	John Burton,	Receive reports of trees on trails, direct to the tree cutters/chain(saw) gang
Trash in forest	TRAIL BOSS	Receive reports of people dumping trash, appliances, etc. Liaison with Forest Service to remove.

FINANCE - Dave McCULLOUGH

Treasurer	Dave McCullough	Maintain financial stewardship including records and fundraising. Recruit 3-person audit committee. Look for grants. Keep books and pay bills. IRS and Corp. Commission filings. Thank you letters to donors. Coordinate with Audit committee. Maintain insurance policies.
Audit Committee	NEED MEMBERS	Audit performed once per year

PRESIDENT - JIM SNITZER

Delegate as much as possible to keep the organization strong & healthy. Chair Meetings. Coordinate with Committee chairs to keep things on track. Prepare Annual report.

	Jim Snitzer, John Vuolo	- Represent TRACKS
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NEEDS

John Burton Saturday Work Days for members who work on Mondays