

Position Description for Membership Coordinator

March 7, 2006

Revised March 9, 2011

1. Report the Section's membership status quarterly (number and types of members) to the Executive Committee. Report the Section's membership status at the Section's annual meeting.
2. Contributes to the Section's efforts to recruit new members.
3. Obtain and maintain Section's spreadsheet and keep current as monthly Section Change Reports are received from the Corporation.
4. Notify the GMC Membership Assistant of any changes to the database received directly by the Section's Membership Coordinator, which includes individuals that request to be on the mailing list to receive "*Trail Talk*" only.
5. Check to ensure that the new members listed in each "*Trail Talk*" are listed on the "Section Change Report".
6. Serves on the Section's Executive Committee.