FAQ for County Unit Leaders

What information do we need to submit now?
Please submit a list of 2027 county unit meeting dates to wtowns@wisctowns.com by **November 15, 2026**. Include meetings dates, and if known, the time and location of each meeting.

What information do we need to submit throughout the year?
Please mark your calendars and plan to submit the agenda for each county unit meeting at least 3 weeks in advance. At this time, you should also verify the date, time and location of each meeting.

Can we change meeting information once submitted to WTA?
Yes. Please send meeting updates to wtowns@wisctowns.com. Updates will be reflected in the online calendar and email blasts. If there is a change in date or location compared to what was reported in the annual physical mailing, a hard copy notice can be physically mailed so long as we receive the change at least two weeks in advance and there is enough time for the post office to deliver the letter.

Can we notify or invite additional people?
Yes. County units may choose to use additional methods to notify town and village officials and invited guests. Many county unit leaders forward WTA email blasts to county staff, surrounding municipalities, and other contacts. You may also choose to provide phone calls, personalized email invites, mailed copies of the agenda, or other methods determined locally.

Who is responsible for doing this in each county unit?
The county unit leadership team should decide how to handle communications. For example, the chair may be responsible for setting meeting dates and the agenda, while the secretary is responsible for notifying WTA and sending out local invites.

How do local officials update their contact information?
Sometimes changes to town and village officers or staff can occur without our knowledge. Unit leaders should periodically remind members to update their membership roster. To submit updated contact information, click on the 'Member Update Form' on the WTA website: https://www.wisctowns.com

Some of our members don't have or don't want to provide an email address. What can we do?
We encourage all members to set up an email address and keep their contact information up to date in our database. Free email services are available from gmail, yahoo and other similar providers. Members can also check with their local internet service provider.

What about .gov email addresses?
Many towns and villages are transitioning to secure .gov websites and providing .gov email addresses for local officials and staff. If you are interested in learning about this option, please view the recorded Lunch and Learn on the WTA website: https://www.wisctowns.com/resources/videos/

Are there other ways to receive notice?
If members do not have email or reliable internet service, we recommend that town and village clerks and county unit leaders set up alternative methods of notice. Some county units have had success setting up phone trees or other methods of communication. We have also built in multiple methods of contact including the annual mailed letter, monthly magazine, website, online calendar, and email blasts.