

IYANW Membership

Job Description

Attend scheduled meetings.

Receive and record membership applications and fees. Be available to answer membership questions.

Interface with IYNAUS membership chair.

Prepare membership data entry form for transmittal to IYANW treasurer and IYNAUS.

Send membership fees to IYANW treasurer for processing and deposit.

Maintain membership database either independently or by coordinating database updates from IYNAUS. Send updated membership database to Communications chair for mailings.

Prepare and present reports to IYANW Board.

Other duties as assigned by the President or agreed upon by the board.

Last updated July 2011