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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description:  Membership Secretary | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Purpose:**

To promote, administer and maintain the membership database of ICPAN, Inc.

**Responsibilities:**

**Promotion**

* Promote recruitment and retention of organisational members
* Assist with development of public awareness tools that promote membership
* Be involved in extension activities for formation of new perianaesthesia associations

**Administration**

* Disseminate Pledge Forms and Membership Forms to like-minded associations
* Manage the renewal and withdrawal of members
* Compile records of organisational member contacts
* Send notices of expiring membership dues
* Liaise with ICPAN Inc. Treasurer to ensure accuracy in deposits of membership dues
* Assist emerging national associations with the preparation of drafting a constitution
* Assumes other duties as advised or directed

**Maintenance**

* Maintain records of organizational members
* Keep copies of receipts for dues and contributions

**Term of Office:**

* Elected for a two (2) year term of office
* May be re-elected and serve two (2) consecutive terms – to be discussed