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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. maintain, administer and promote the membership database and growth.

**Roles and Responsibilities**

The Membership Secretary shall:

Compile and maintain records of member contacts Manage the renewal and withdrawal of members

Record receipts of dues and contributions

Send notices of expiring membership dues

Liaise with ICPAN Treasurer to ensure accuracy in deposits of membership dues

Promote recruitment and retention of members

Be involved in extension activities for formation of new perianaesthesia associations

Assist with development of public awareness tools that promote membership