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**IPAC Northwestern Ontario**  
*Professionals in Infection Control*

**Membership Director**  
**Two-year Term Renewable**

The Membership Director shall maintain a current membership list; shall communicate with members who have not renewed according to lists provided by IPAC Canada; shall communicate with prospective members; shall facilitate elections in collaboration with the Secretary shall undertake other duties as assigned by the President.

The MEMBERSHIP DIRECTOR shall:

1. Attend all IPAC NWO Chapter and Executive meetings.
2. Promote IPAC NWO Chapter awareness and encourage new members to join.
3. Liaise with IPAC Canada Membership Services Office (MOS) on matters of membership renewal, membership application forms, and brochures as required.
4. Report any inconsistencies in Chapter memberships to the MOS for verification.
5. Receive copy of monthly report of paid members from the MOS and use same for recordkeeping, ensuring up-to-date member information is used when contacting Chapter members.