



## RESPONSIBILITIES OF THE MEMBERSHIP CHAIR

Membership chair is a member of the Board of IWAG.  
She is elected for one year, starting immediate after the IWAG General Elections on May.  
She can serve maximum 3 consecutive years.

### I. RESPONSIBILITIES:

1. Attends all Board meetings, General Business meetings (GBMs) and Coffee mornings (CMs), newcomers' luncheons. (NCL)
2. Provides information on membership related issues at the GBMs, BMs, CMs, NCL.
3. Recruits and maintains membership.
4. Oversees member retention
  - a. Welcomes new members, make sure they have the "welcome kit" including president's letter, IWAG brochure, interest groups' list and Tbilisi Guide Book (TGB)<sup>1</sup>
  - b. Introduces new members to the general membership
  - c. Helps them get involved
  - d. Helps them receive the information and assistance they need (by mail, by phone, in person)
  - e. Arranges a separate meeting with prospective member, If a person can not join any of the IWAG meetings
5. Maintains daily correspondence by checking e-mails; responds questions and make necessary follow ups,
6. Maintains a roster of members (membership list) updated and in good standing.
7. Shares the membership list regularly with the board members.

**IMPORTANT:** The list is **ONLY for the official use** of the IWAG Board members; cannot be shared with the any others.

8. Maintains regular correspondence with the "**Hospitality chair**".  
Shares the membership list with her to help the organization of newcomers' Luncheons and also organization of farewells to the leaving members.
9. Maintains regular correspondence with the "**Corresponding Secretary**" (**CS**)

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<sup>1</sup> TGB book can be purchase separately as well. It is free only for new members not renewed members.

Shares the membership list with the CS to create and update an **electronic database of Membership Directory of the Association**, in the IWAG mail account: [iwageorgia@gmail.com](mailto:iwageorgia@gmail.com)

**NOTE:** IWAG members are responsible to notify the Membership Chair for changing their e-mail addresses or other communication means

10. Maintains all statistical data of annual membership of the Association,
11. Prepares an electronic written “End of Year Report” prior to the Annual Board elections (May each year) and present this report at the May GBM.

### **1. (a).Sequenced Responsibilities:**

#### **August:**

- Prepares/ updates “**the application form**” and “**new receipts**” for the coming year

**IMPORTANT:** Documents should be prepared under the name and signature of the Membership chair.

#### **September:**

- Contacts non-renewing members, via IWAG mail, with FB announcements, web page etc.
- Sends reminder for the latest renewal date.

#### **November:**

- Deletes non-renewing members from the membership list (until their renewal).

#### **NOTE:**

If a member has not renewed her Membership previous year, she will be listed as a “new member” in the present year

#### **January:**

- Checks the percentage of Foreign-Georgian membership;
- If there is availability to accept more Georgian members; organizes meeting with the prospective Georgian members in the waiting list, (for details please look 2(b) and 2(C).

#### **April:**

Membership fee is half price.

## **II. COMPOSITION OF THE IWAG MEMBERSHIP**

The IWAG is open to all expatriate women residing in Georgia. Membership is also available to Georgian passport holders on the condition that Georgian membership may reflect no more than 25% of the total Members of the Association as specified in the Statute.

## **2 (a) General Membership Procedures:**

Prospective members may join at any time.

1. Prospective members have to fill an “application form”. Recommendation for membership is required.

**NOTE:** Please check carefully if all necessary fields have been completed clearly and signed by new member.

2. Application forms will be available at the IWAG website and also at all GBMs, CMs
3. Membership fee will be obtained (either in cash or via bank transfer).  
**NOTE :** the membership fee is discounted 50% for newcomers joining after April.
4. Receipt given/sent to new member.
5. All fees obtained in cash with the receipts will be handed to the IWAG treasurer in 3 days after the event.
6. Membership form placed in folder or binder in office,
7. Current membership database is updated.

**NOTE:** Prospective members will be approved and added **to the membership list ONLY AFTER** they completed application forms and make their membership payments

## **2. (b) Procedures for Georgian members:**

1. **Georgians “carrying dual passports”** can apply and accepted immediately as members with their non-Georgian passports.

**IMPORTANT:** Since Georgian membership may reflect no more than 25% of the total Members of the Association, when observing this percentage, this group should be counted as in “the Georgian members”

2. Membership chair checks the total number of members regularly according to nationalities (Foreign-Georgian), if there is “no” availability to accept any more Georgian at that time, prepares **a waiting list** for applicants until January.

3. When there is any availability according to percentage, she organizes meeting(s) for the applicants in the waiting list.

## **2. (c) How to organize a meeting for Georgian applicants:**

- Membership will invite the Georgian applicants in the waiting list for an interview meeting.
- The President of IWAG, 2 board members will also be invited to the meeting.
- The meeting is in general to know more about the prospective members and why they would like to join the IWAG as well as how they would like to support the Association.

## **III. Associate Member:**

Associate member is a “former member of IWAG” who is currently residing outside of the country of Georgia.

It has different privileges and limitations from regular membership. They can attend all meetings, coffee mornings and activities but they have no voting rights. *For further information please check the IWAG Statute.*

Membership keeps separate list for the Associate members.