



# IWLA Chapter Membership Dues Recipient

Each chapter should designate one person called a **Chapter Membership Dues Recipient** (or **MDR**) who is responsible for overseeing membership renewals and recruitment. The role of handling renewals and new member inquiries, and recruiting new members is one of the most important in the League.

The Chapter's MDR is responsible for:

- Overseeing the day-to-day operation of the chapter's membership program;
- Maintaining accurate, up-to-date, and complete membership records for all new members and renewing members.

**Leadership Tips.** A **Chapter MDR** should maintain a file, either electronic or hard copy, of both new and renewed members.

Use the computer printout (roster) furnished by the National Office with the billing materials to validate the current members. Any discrepancies should be reconciled with the National Office immediately.

It is extremely important that dues payments be sent to the National Office soon after they are received to prevent any lapse in membership or delays in processing of member credentials.

Once membership payments are received at the National Office, the MDR will be sent corresponding membership cards to distribute to the respective paid members.

Th MDR should not handle all membership matters alone. Instead, he or she should lead a supporting membership committee of volunteers.