



## NYS TESOL

### Director of Member Services

- Ensures that all member inquiries are answered within a week from initial inquiry (listserv inquiries that are membership-services-related)
- Maintains Members Page on website
- Ensures that Apricot Access is functioning
- Coordinates Member of the Month, Teacher Travel Grant, and Teacher Materials Grants
- Recruits Member of the Month, Teacher Travel Grant, and Teacher Materials Grants applicants
- Obtains Member of the Month, Teacher Travel Grant, and Teacher Materials Grants Bios to post
- Publicizes info about current Member of the Month, Teacher Travel Grant, and Teacher Materials Grants