

2021 IASJ Service Bureau Report and IASJ Executive Director Report

In 2021 Wouter Turkenburg operated in a dual role for the IASJ:

- IASJ Service Bureau Coordinator
- IASJ Executive Director.

IASJ Executive Director

The tasks of the Executive Director are non-paid as is stated in the statutes.

The main tasks are:

- networking and representing the IASJ at conferences, meetings, events;
- maintaining contacts with and servicing the IASJ membership, the IASJ Artistic Director, the IASJ Board;
- (co)organizing IASJ Jazz Meetings and IASJ Conferences;
- developing the IASJ Research Journal.

In 2021 presenting, chairing and writing reports:

11-12 November: IASJ Jazz Research Conference, Leiden, The Netherlands

IASJ Service Bureau Coordinator

The remuneration for the work of the IASJ Service Bureau Coordinator is paid via payroll service called TenToo.

Space is rented one day a week in a 'flex-office' in Leiden, called Unit2.

The achieve of the IASJ is in a 12m2 box in 'All-Safe', a self-storage building.

The main tasks of the SBC are:

- handling the payment of membership fee of 150 contacts to individual, ordinary and associate members;
- in 2021 preparations were made to switch to the semi-automatic bookkeeping system called Moneybird;
- setting up financial; reports such as the ledger-account and the five-year report together with the bookkeeper;
- collecting information, writing, editing and sending out the monthly IASJ News Update.
- setting up and maintaining websites;
- digitalization of the IASJ achieve.

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