

Database Admin : Role Description

1 General

To provide a support service to officers, committee and members of Exmouth & District U3A in relation to the branch's use of 'Beacon', our email system 'exmouthu3a.org.uk' and, when appropriate, other IT systems which are not the responsibilities of others.

2 Beacon

1. To oversee the local operation and use of the 'Beacon' database system, and successor systems.
2. To carry out problem resolution relating to the Beacon system, such as Email Unblocking, which are not the responsibilities of others.
3. To maintain and update local data in response to requests from officers, committee members and branch members as appropriate. The scope should be those operations which are not the specific responsibilities of others, or to assist when others are experiencing problems.
4. To maintain security of access to Beacon and its sub-systems by controlling access rights and user's Roles.
5. To add and delete individuals from the 'System Users' list and to amend their roles and privileges in response to agreed requests.
6. To raise queries on the operation of Beacon with the central User's Forum or Beacon Team, to resolve operational problems.
7. To provide membership statistics from Beacon as requested from time-to-time by the committee.
8. To implement training for committee members and other users of Beacon such as Group Organisers.

3 Emails (exmouthu3a.org.uk)

1. To maintain our email system by liaising with providers (currently, Heart Internet).
2. To ensure appropriate annual payments are made to the provider in time to ensure continuity.
3. To add or remove users as directed by the committee and officers, and to respond to requests by users for updates and changes to their mailboxes.
4. To configure mailboxes on user's home-systems as necessary.
5. To provide specific training for users, to suit their requirements, experience and setup.

4 Other

1. To provide a general IT support function to officers and committee members as appropriate to assist them in carrying out their responsibilities, when practical and possible.

Date Agreed by Committee :02/Mar/2021.....

Latest Date for Review :March 2022.....