

Beacon System Administrator Role Description

- Overall management of the Beacon System
- Act as first line help for Beacon queries
- Act as liaison between Northallerton u3a and Beacon Management Team
- Set up Beacon Users
- Manage User profiles according to each user's role
- Set up Groups, Venues and Faculties
- Allocate members to Groups
- Manage Group membership for Group Leaders not on Beacon
- Liaise with Membership Secretary
- Liaise with Treasurer
- Send emails out to group members for Group Leaders not on Beacon
- Carry out user training for Beacon
- Remove lapsed members from Beacon register in June

October 2022