

## Appendix 2 Beacon Membership System

### 12.6 Introduction

In May 2023, RV u3a Committee were very pleased to announce that they had moved the membership database to a system called Beacon. Beacon is the u3a movement's integrated membership, Groups, finance, and mailing system. It has been designed from the outset to be simple to use.

### 12.7 How Beacon Helps Convenors

Interest Groups are an important and integral part of Beacon. It allows the membership secretary to be confident that those attending Groups are members of the u3a, and it allows Convenors to keep track of their members. (Groups can include those people who want regular updates on outings etc.)

The system has a mailing feature that allows Convenors to easily email their Groups with updates and news. Beacon also has a waiting list facility, which allows Convenors to monitor when people went on the waiting list.

Beacon will include emergency contact details of Group members which can be retrieved by the Convenor or organiser using a smartphone.

A Group can also have more than one Convenor, if the management of a Group is shared and for contingency planning. A temporary leader can be nominated in the event of illness to ensure Groups are kept informed. All Convenors for a Group will all have access to the same information, so there is no need to keep multiple copies of members data or pass data between members.

Groups, like Outing, Theatre and Concerts, can maintain a Group of people who want specific email updates about forthcoming events. This is useful when there are multiple organisers.

By using the system, it also means Convenors do not have to keep members' personal data on their own electronic devices and paper lists of members details are not required.

### 12.8 How To Start Managing Groups on Beacon

The RV u3a Committee encourages all Convenors to use Beacon for managing their Groups' data. It is easy to learn and simple to use. All a Convenor needs is access to the internet. There is no need to download anything. If a Convenor wishes to use the system, they will be given their own login to Beacon, so they can manage their Groups, but it restricts access to other Groups.

The Beacon Administrator would be very happy to give a demonstration of the system to anyone who is interested. A try before you buy! If they convince a Convenor that Beacon is the way forward, they will then provide training sessions and ongoing support. This can be in person or over zoom.

To find out more contact the Vice Chair or email [RVu3a@hotmail.com](mailto:RVu3a@hotmail.com).