

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: BEACON DATABASE ASSISTANT (does not need to be a trustee)

Role Description

Maintain your knowledge and understanding of Beacon sufficient to be able to deputise for Beacon Database Manager.

Term of office

There is no specified term. You may contribute for as long as you choose to.

Commitment

Two hours per month as an average when the database manager is not available.

Relationships

With the Chair, membership secretary, all group convenors, groups coordinators and Beacon database manager.

Details of the Role

Overall purpose	To maintain the integrity of our Beacon database and ensure all people who need to use it can do so effectively.
Responsibilities:	Perform the duties of the database manager when requested to do so. (See database manager role description for details) Extract and provide statistical information as requested.
Knowledge and skills required	An understanding of database management.
Resources needed	Computer, internet connection and telephone. Expenses are reimbursable.
Resources available	Beacon membership database, groups' records and finance ledgers. Webmail and email account xxxx@romseyu3a.org.uk