

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 MANAGER (does not need to be a trustee)

Role Description

Maintain the integrity of our Beacon database

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

Relationships

With the Chair, membership Secretary, all group leaders and groups coordinators.

Details of the Role

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| Overall purpose | To maintain the integrity and functionality of our Beacon database and ensure all people who need to use it can do so effectively. |
| Responsibilities: | <p>Instruct users in how to use Beacon effectively.</p> <p>Ensure new users are allocated a temporary password and instructed in how to log in.</p> <p>Ensure users are given the appropriate Beacon privileges and/or user group access.</p> <p>Set up generic user groups with their appropriate privileges,</p> <p>Answer any queries users may have or direct them to the appropriate experts.</p> <p>Unblock any email addresses that Beacon has marked as blocked whilst ascertaining the reason why. Take or initiate any corrective action required.</p> <p>Keep up to date on national Beacon news and developments and monitor relevant subjects in the Beacon User's Forum.</p> <p>Monitor Beacon Error messages and Audit Log and react to any problems.</p> <p>Provide a short written report on Beacon to management committee meetings.</p> <p>At approximately two monthly intervals upload to TAT details of members receiving the TAM magazine by post.</p> |
| Knowledge and skills required | An understanding of database management |
| Resources needed | Computer, internet connection and telephone. Expenses are reimbursable. |
| Resources | Beacon membership and group's database. Webmail and email |

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| available | account beacon@romseyu3a.org.uk |
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