

Role Description: Beacon Administrator

**Beacon is the Membership Management System for all u3a's.
It ensures that our u3a complies with all legal requirements on Data Privacy.**

Main Objective:

To ensure the smooth-running of “Beacon” for the benefit of all U3A Users.

Specific:

- Support all authorised users with their access and use of the Beacon database
- Generate new temporary passwords for system user
- View the Audit Log regularly and react accordingly to any relevant entries eg. Members' log on failures.
- Create/delete System Users, Roles and Privileges.
- Create/delete Offices and Post Holders.
- Change System Settings where/when necessary.
- Create/delete Membership Classes.
- Set up new interest groups
- Encourage and offer training for group leaders to use Beacon to maintain their membership details and to contact their group
- Monitor email delivery and 'unblock' emails when necessary
- Point of contact for the national Beacon Team

Committee

- Attend monthly committee meetings
- Undertake such duties as are assigned / requested by the Committee

General

- Gain knowledge from Beacon User's Guide, User's Forum and Helpdesk to answer any problems proving difficult to overcome.
- Consult Website and read Newsletters online to keep abreast of any topical information and developments.

- To issue e-mails to the whole online membership either from the Beacon Administrator or on behalf of another member e.g. Group Leader.