

## **U3A BROADBEACH INC.**

### **POSITION DESCRIPTION – DATA ADMINISTRATOR**

The Data Administrator is responsible for maintaining the accuracy of the membership database. Duties include:

- Monitor registrations of new memberships made directly online via the Member Wizard (or other current membership database) and follow up if any problem is noted
- Add new members to the membership database for those members who join in person at the U3A Broadbeach office
- In collaboration with the Tutor Manager, at the beginning of each new year, or when a new class commences, arrange for tutors to receive a list of members who have signed up to their activity/course along with any relevant information
- Periodically contact tutors to ask for an up-to-date list of those attending their classes/activities and update Member Wizard as required
- Via Member Wizard, monitor undelivered emails and resolve as appropriate
- Liaise with the Webmaster with regard to any issues relating to the memberships, Member Wizard and/or the U3A Broadbeach website.

Note that this role does NOT include sending emails on behalf of tutors to their classes. It is the tutor's responsibility to maintain contact with those attending their classes and to keep the Tutor Manager informed of any changes to the time or venue of their activity.