

Database Manager

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Collect and process all data required by the organisation to meet all present and anticipated future data requirements
Responsibilities:	<ul style="list-style-type: none"> • Manage UMAS, year-end rollover, updates, data backup, security, unsubscribe requests, user access • Attend UMAS meetings • Organise membership registration payment annually and class enrolment sessions each term break in conjunction with the Course Co-ordinator. Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee
Works With	