

SAS DATA BASE MANAGER

The data base manager maintains the data base of information about chapter members. In doing so, he or she works closely with the Membership Committee, the Newsletter Editor and the Governing Board.

Requirements:

- Have computer hardware and software capable of housing the chapter membership data base. Presently the data base is File Maker Pro 5.0v1.
- Be reasonably competent in the software that will run the data base.

Duties

- Upon assuming the post, work with the current Data Base Manager to transfer the data base to the manager's computer and software.
- Update the chapter data base monthly using the Chapter Change Reports sent by National Audubon. Upon receipt of this report:
 1. Enter new members in the data base.
 2. Update the expiration date for renewals.
 3. Remove expired, cancelled and moved out of area members.
 4. Send the Chapter Change Report to the Membership Chair.
- Update the chapter data base as needed with changes provided by the Membership Chair and other in-chapter sources. This will include, but not be limited to, newsletter subscriptions and fund-raising data.
- Add e-mail addresses for members receiving the Newsletter via the Internet.
- Effect such changes to the data base structure as are required and/or authorized by the Board. The Data Base Manager may have to notify the Board of the need for changes.
- Produce for the Newsletter Editor the monthly set of mailing labels for subscription and new members of the chapter.
- Produce such other materials and reports as may be required from time to time.