

Database Administrator – Job Description

JOB PURPOSE

To ensure accurate, current data is available for Society operational and reporting purposes

DUTIES and RESPONSIBILITIES

To design, build and modify the Society membership database

To maintain accurate, current membership data as needed for Society purposes

To design and prepare reports as needed for internal and external purposes

AUTHORITY AND ACCOUNTABILITY

Accountable to safeguard member privacy.

BUDGET: software update charges, printer cartridges, paper

SKILLS KNOWLEDGE EXPERIENCE:

- Understanding of need for confidentiality regarding Society and membership data
- Database design skills, specifically MS Access and MS Excel
- Organizational skills

Database administrator – How To

Overview:

The database is an MS Access file.

There are the following tables :

1. Obtain membership card chits from membership convenor and update database, monthly.

Annually, run a report with accurate membership numbers, types and "sold by location". This goes to Directors, AGM and OMAFRA report.

2. As needed, update member contact details when received from Membership Coordinator. Updates may also come directly from email or phone from individuals.(sdhs1878@outlook.com)

3. Obtain volunteer hours from Committee Chairs and members and enter in the database, monthly.

Annually, run a report of volunteer hours for AGM, City and OMAFRA reports

Coordinate mailing lists??

4. Annually, enter the results from the membership interest survey and distribute to the Board, Committee chairs

Reports:

Member total numbers - by year, type and location purchased

Volunteer Hours, by OMAFRA category

Newsletter / Announcements Distribution List - member name and email

Member Interest Survey - grouped by Interest, then by name, phone and email

"Non renewed" Name s List - then who contact s - by phone and email - (March, June) ??

