

Database Chair Position Description

- Receive applications from the 3rd VP, treasurer or online website
- Key enter applications into Master Database
- Verify accuracy of all information entered into database
- Work with the 3rd VP and treasurer on all discrepancies with database, such as payment issues, incorrect information or changes to member information
- Coordinate email changes to the 4th VP in a timely manner
- Key enter all changes to member information in database and review accuracy
- Provide accurate database to Executive Board monthly
- Provide volunteer information to sub-committees monthly
- Help where needed with the creation and distribution of annual RWOP directory
- Attend all monthly board meetings
- Attend all luncheons and answer membership questions from members
- Perform other duties as assigned by the 3rd VP
- Perform other duties as assigned by the President and EC Board