

Newcomers Welcome Club of Lake Oswego

Position Description (Rev Jan 2022)

Title: DATA BASE/DIRECTORY MANAGER

Non-Elected Officer, Voting Board Member

Term: 2 years Annual Budget: \$

PREREQUISITES:

Proficiency in MS Word, importing Excel database, image correction and sizing, creating PDFs.

DUTIES:

- **The Directory Publisher produces the Membership Directory**, publishing a printed copy to be mailed to every member annually in November as well as providing a digital version for the club website, posting two draft versions for member review in beginning to mid-October before going to print at the end of October.
- **Member information is in three sections in the Directory:** Members by First Name, Members by Birthdays, and Main Directory (photos) optional.
- **The Directory also includes Information about Newcomers, Board of Directors names and photo, Committee Chairs, Activity Leaders, By-Laws, and a Calendar of Activities** collected from various sources.
- **Attend all Board Meetings.** Be prepared to report on membership status (Treasurer has accurate count of membership - those that have paid dues). If unable to attend, send the monthly report to the President prior to the meeting.
- **Consider attending monthly Meet & Greets and Luncheons** whenever possible.
- **After the membership cut-off date**, send the Newsletter Editor, Activity Chair and EBlast Coordinators the updated directory in Excel spreadsheet format. Continue to send updates each month.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Web Directory Manager's position notebook for future reference.
- **Attend Joint Board Meeting (June)**, review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.