

## **Committee and Role Descriptions & Responsibilities**

Committees and Roles which have \*\*\* are pending final updates

### **Database Manager:**

The database is currently maintained in Microsoft Office Excel and exported according to individual requirements.

It is important to stress that the mailing lists should be trashed after used, since they are continually being brought up to date. Mailing lists are archived for one year by the database manager in case of dispute.

Duties of Database Manager:

1. Throughout the year make changes in member information as received (e.g. add new members, update membership contact information) and update the Online Connections via the web based interface. Where applicable, send changes in contact information to Web Site committee to update the online Breeders/Mentors Directory and to Individual responsible for Constant Contact.
2. Send mailing lists to the publisher of The Borderline and Connections when requested.
3. Send mailing lists to members who need them for Board-authorized projects for the BTCA
4. In coordination with the Treasurer, send renewal notices, receive renewal forms from Treasurer, update database and forward updated database to Treasurer, Corresponding Secretary, and Website Committee for various Directories.
5. Export updated database to a comma delimited text file and upload the Online Connections for the current year via the web based interface
6. Forward updated database to the Website Committee for the On-Line Breeders/Mentors Directory.
7. Assist Corresponding Secretary and Treasurer with mailings (ballots, etc.).
8. Send subscription renewal notices and maintain subscriptions in database. Subscription checks are sent directly to the treasurer who will notify the Database Manager as they are received
9. Provide information for Connections, such as alphabetical membership list, membership by state, and membership by kennel name.

**NOTE:** Refer to P&P 2-05 for retention policy for membership applications and renewal forms.