

WWN Policies and Procedures Manual
Section 15
Database
October 24, 2023 Rev 0

Duties, Policies and Procedures Pertaining To: Database

A. Duties

There shall be a Database Chairperson responsible for the following:

1. Responsible for maintaining the Access Membership Data Base, per information provided by the Membership Chairperson. This includes additions, deletions, and changes to member information.
2. Printing membership directory and addendums.
3. Sending a monthly birthday list to the Newsletter Editor.
4. Provide a list of e-mail addresses to the Newsletter/Calendar Distribution person.
5. All expense reports and requests for funds to the Treasurer shall be submitted with a WWN Expense report.
6. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.