WRCA Membership Database Manager

Position Description

Management of the WRCA Membership Database to include:

1. Maintenance of the membership database throughout the year with additions and deletions during the Membership Drive and as needed.
2. Organize and administer the annual WRCA Membership Drive.
   a. Advertise Membership Drive in the WITW.
   b. Develop Membership mailing forms.
   c. Receive Membership Invoices from the WRCA Treasurer.
   d. Record paid members.
   e. Forward Paid Member data to the Directory Coordinator.
   f. Synchronize Membership and Directory Databases with Directory Coordinator.
   g. Forward paid member mailing information to the WITW printer monthly.
   h. Forward email addresses to the Web Master as needed.
3. Attend and make reports at monthly WRCA meetings during the Membership Drive.

Compensation

A stipend of $500 will be paid for the services of the Membership Database Manager.

Payments will be made quarterly ($125) commencing with the end of the 4th quarter 2010 (December 31, 2010).