

## **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 4<sup>th</sup> quarter 2010 (December 31, 2010).