



MOAA Ark-La-Tex Chapter Board Position Description

Title: Database Administrator

Importance of Position: Essential for maintaining chapter membership roles and records of dues collected.

General Expectations:

- Current member of MOAA and of MOAA Ark-La-Tex Chapter.
- Aware of MOAA-AC by-laws and Strategic Plan.
- Attend Board meetings as needed.
- Prepare and submit membership records as needed.

Position Qualifications:

- Must have strong working knowledge of computer hardware and software.
- Degree in Computer Science, or related field; and/or database certification; and/or a minimum of five years related work experience (preferred).
- Extensive working knowledge of spreadsheet and database software, such as Microsoft Access and Excel.

Responsible to: Chapter President

Major Responsibilities:

- Maintain Chapter membership database so that it is current and accessible to Chapter membership as needed.
- Submit membership database to national MOAA on annual basis.
- Prepare analysis of membership data on an as-needed basis.
- Cross check Chapter database against MOAA database for prospective new members.
- Prepare Chapter Directory annually for publication or in house printing.
- Design and prepare award certificates, programs, and any other computer related documents.
- Insure database backup, recovery, and security.

Training/Preparation: Proof of database knowledge is required.

Average Time Commitment: Three to four hours per week is required to maintain an accurate database, especially a large data base. Extra time is required to cross check database with MOAA records, to prepare the Chapter directory and collect and process annual membership dues.

Measures of Success:

- Valid database that can provide needed membership information to MOAA and the Chapter Board.
- Chapter receives 4 or 5 Star Level of Excellence award each year.
- Complete all action steps, as assigned, in the chapter Strategic Plan.

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