

DIRECTORY DATABASE KEEPER

General Duties:

The Directory Database Keeper maintains the Meeting database of information on each Member and Attender of Strawberry Creek Meeting. S/he is responsible for keeping the information up to date and providing selected information to authorized individuals and committees as requested. S/he is also responsible for making frequent backups and storing them in multiple locations in order to protect the information.

The Database Keeper is an officer of the Meeting and not directly *ex-officio* a member of any of the regular committees of the Meeting. The database function is under the care of Care of the Meeting Community committee, and a member of that committee is assigned to maintain close supportive contact with the Database Keeper to facilitate the decisions that need to be frequently made regarding changes and inclusion.

Selection:

The Database keeper is nominated by Nominating Committee each year and approved by Meeting for Business along with other Officers, Representatives, and Committee members – normally in April.

Term:

Like most other Officers, the Database Keeper normally serves from June through May of the following year. It takes about a year to become proficient at the job, so a term of several years is generally expected.

Qualifications:

Experience has shown that the work of the position is enhanced if the Database Keeper is a regular attender of Meeting for Worship. The Database Keeper should own a computer and be reasonably comfortable with using standard applications like email, word processing, and spreadsheets. Experience with database programs is useful, but not essential.

September 2006