



POSITION DESCRIPTION

Database Manager

Waverley Tennis

Non-Committee Role

Non-committee level position, plays a vital role for the Association without the extra commitment.

Objectives

- To provide a database of all past and present club contacts and other stakeholders.
- To continually update the database to ensure it is accurate and current.
- To segment and tag contacts in the database to support targeted communications
- To protect the database.
- To provide support to the executive committee through the efficient operation of the database.

Responsibilities

- Develop and maintain the Associations' database of contact records and manage its ongoing administration.
- Maintain an accurate database on behalf of all club members and provide details to the club secretary when required.
- Support the communication, membership and sponsorship activities of the Association through accurate segmentation and tagging of records.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the secretary.
- Liaises with committee members responsible for communications, membership and sponsorship.
- Liaises with the president, executive committee and all club members.

Accountability

- The database manager is accountable to the secretary.
- Provides a report on any aspect of the database to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.