

BEACON OFFICER JOB DESCRIPTION

Maintain the Beacon database by:

- Making updates, additions and deletions as required
- Creating new groups on Beacon as required
- Removing obsolete data that does not fall within the remit of another Committee member (e.g. the Membership secretary)
- Liaising with group convenors to ensure that group data on Beacon is correct
- Support group convenors who are unfamiliar with Beacon and encouraging its use as appropriate.
- Reporting any problems with Beacon use to the Committee