

ROLE DESCRIPTION: BEACON ADMINISTRATOR

Aim of the role:

To enable members, leaders, convenors, the Executive Committee (EC) and its sub-committees to optimise the benefits that Beacon offers.

Elements of the role:

To liaise with the national U3A Beacon administration to keep NDA U3A fully up to date with all developments on Beacon.

To explain what Beacon can and cannot do and to inform members of how to gain maximum benefit from using it.

To help new committee members, leaders and convenors to get on to the Beacon system and to use it correctly.

To provide one-to-one coaching to those who have difficulty in operating Beacon either electronically or in person.

To advise on how the finance part of Beacon can be used under the guidance of the Treasurer and Groups Treasurer.

To assist new convenors (either of new or existing groups) in understanding how to use Beacon.

To support the introduction of Beacon 2.

To answer questions on Beacon that committee members, leaders and convenors may have.

To advise the EC on how well we are using Beacon and of any changes in usage that would be helpful.

To investigate blocked emails and unblock where necessary.

To ensure that system users only have the permissions required to carry out their own roles.

Note: The Beacon Administrator is not expected to put new groups on to the system - that falls to the Groups Coordinator.

Also, the changing of details about members' addresses etc falls to the Membership Secretary.