



Beacon administrator

Role description

It is the responsibility of the Beacon administrator of Ludlow u3a to:

- provide access to the u3a Beacon software as required for the Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Study Group Adviser and Study Group coordinators using the privileges options in the system.
- maintain the Beacon system settings and make any changes required following committee decisions on membership rates, membership classes and payment dates
- follow up non-delivered email and pass details to Membership secretary
- maintain contact with the Beacon providers through the Beacon Forum and support, to provide feedback and suggestions for improvements to the system
- advise the committee on Beacon developments
- attend Beacon conferences as appropriate

Due to confidentiality constraints, this role must be filled by a member of the committee. If the committee member has no other responsibilities, then it is the responsibility of the Beacon administrator also to

- act as a Trustee of the registered charity, ***u3a in Ludlow***