

DISTRICT 5130 SYSTEMS ADMINISTRATOR

ROLE:

To oversee and manage the DACdb District 5130 database.

To train DACdb users as needed.

RESPONSIBILITIES:

To develop a training component for the District Training Assembly for Club secretaries.

To contact Club's that don't have their membership information set up to synchronize with RI and then offer them the necessary support to accomplish that task with the ultimate goal of having all District Club's membership information syncing with RI.

To be another source of support for Clubs entering their data into Rotary Club Central.

To set up event registration and tracking for the District.

Create reports, lists, rosters for District events.

QUALIFICATIONS:

Be a member in good standing of a Rotary Club for 3 years.

Have served as Club Secretary is highly desired.

Have a knowledge of the DACdb system is highly desired.

TERM OF OFFICE:

3 years--at the discretion of the standing District Governor.