

## **DIRECTORY DATABASE KEEPER**

### **General Duties:**

The Directory Database Keeper maintains the Meeting database of information on each Member and Attender of Strawberry Creek Meeting. In particular, the Database Keeper ensures that each individual listed in the “Gathered” section of the Directory reviews h/her information annually in the late spring. S/he is responsible for keeping the information up to date and providing selected information to authorized individuals and committees as requested. S/he is also responsible for ensuring that the data is both secure and reliably backed up, presumably in multiple locations. Each year the Database Keeper prepares and distributes the Meeting Directory.

In addition, the Database Keeper maintains a list of past and current members of each meeting committee, the officers of the meeting and the representatives of the meeting and provides that list to the Nominating Committee when requested. The Database Keeper prepares a formatted version of the list of officers, representatives and committee members as a cover sheet for the Directory and uploads that formatted version to the meeting’s Yahoo! Group, replacing it with more current versions as the Meeting for Business approves changes and additions over the year.

The Database Keeper is an officer of the Meeting and not directly *ex-officio* a member of any of the regular committees of the Meeting. The database function is under the care of the Meeting Community committee, and a member of that committee is assigned to maintain close supportive contact with the Database Keeper to facilitate the decisions that need to be frequently made regarding changes and inclusion.

### **Selection:**

The Database keeper is nominated by Nominating Committee each year and approved by Meeting for Business along with other Officers, Representatives, and Committee members.

### **Term:**

Like most other Officers, the Database Keeper normally serves from June through May of the following year. It takes about a year to become proficient at the job, so a term of several years is generally expected including one year as Database Trainee and Database Keeper Emeritus.

### **Qualifications:**

Experience has shown that the work of the position is enhanced if the Database Keeper is a regular attender of Meeting for Worship. The Database Keeper should own a recent computer and be comfortable with standard applications like email, word processing, and spreadsheets. The Meeting database is currently held in FileMaker. The database keeper must be comfortable using Filemaker but experience programming is not required.

*Revised November, 2015*