Rogaining Tasmania Position Description

MEMBERSHIP OFFICER

QUALIFICATIONS

- Competent Spreadsheet or Database skills
- Some skill at scripting or programming desirable
- Organised

DUTIES

- Maintain a record of event data. Where, when and who, including results.
- The previous membership officer kept a record participation based on the original entry data which can differ from actual participation. An improvement would be to record actual participation.
- Upon request, report back to the ARA the total number of unique participants for a given year.
- Review the current database system and structure that the event data is stored in (FileMaker)

DOCUMENTS

REFERENCE

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TO BE PREPARED

- Maintain ongoing record of events and entrants. The current system is in FileMaker but need not be in the long term.

MATERIALS

- Input files are event results and entry lists (table formatted data)

EQUIPMENT

- Your own computer with internet.
- However this is done is up to the holder of the position, but whatever computing “tools” that are needed.

LIAISON

- Online entries and Event results to receive participation data.
- President or ARA Representative who will forward requests from the AR