



OFFICER CRICKET Database Manager Position Description

The Officer Cricket Club Database Manager is a non-general committee role appointed by the executive/general committee. The role is responsible managing the database and related system at Officer Cricket Club (OCC)

OBJECTIVES

- To provide a database of all past and present stakeholders.
- To continually update the database with new accurate information.
- To protect the database.
- To provide support to the executive committee through the efficient operation of the database.

RESPONSIBILITIES

- Develop and maintain the club's database and manage its ongoing administration.
- Maintain an accurate database on behalf of all club members and provide details to the club secretary when required.
- Support the communication, membership, and sponsorship managers.
- Support the Director of Club Operations and fundraising coordinator.
- Become familiar with a quality database.
- Make recommendation when required in relation to database management or systems
- Undertake tasks at the request of the president, executive or general committee.
- Be familiar with the rules, policies, and practices of the OCC

RELATIONSHIPS

- Reports to the secretary.
- Liaises with the communication manager.
- Liaises with the managers of membership and sponsorship.
- Liaises with the executive for Director of Club Operations and the fundraising coordinator.
- Liaises with the president, executive committee, and all club members.

ACCOUNTABILITY

- The database manager is accountable to the secretary.
- Provides a report on any aspect of the database to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.