



RHA Board of Directors Job Description

Database Coordinator

The database coordinator shall:

- Maintain and update the membership database,
- Should be familiar with SQL databases,
- Should have basic web maintenance experience.
- Coordinate with the Webmaster,
- Recommend changes to the membership database record format to improve efficiency and effectiveness,
- Run reports and/or assist Board members in running reports to meet specific needs,
- Reports directly to the Membership chairperson, and
- Perform such other duties as the Board of Directors may prescribe.