Beacon Administrator

(not necessarily a committee member)

- Provide access to the U3A Beacon software for Membership Secretary, Group Coordinator, Group Leaders, Chairperson, Vice-chair and Secretary as required using the privileges options in the system.
- Liaise with the Webmaster in providing and maintaining the links to the Beacon system from our website.
- Provide any necessary training or assistance to members using the system.
- Maintain contact with the Beacon providers through the Beacon Forum and support, to provide feedback and suggestions for improvements to the system.
- Attend Beacon conferences as appropriate.
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