

ROLE OF BFu3a BEACON ADMINISTRATOR

The Beacon Administrator is an appointed position and is not normally a committee member, but must be a member of BFu3a.

Beacon is a secure web-based database managed by National Office on behalf of individual u3as. The two main aspects of the data are membership records, (including details of Interest Groups) and finance.

Beacon may be accessed only by nominated members of BFu3a, (normally members of the committee and other members as specified by the committee) and each such user is granted specific access permissions according to their particular role.

Primary Tasks

- Set up the roles and privileges for BFu3a members to use the system as required. Access will depend on the role of individual members, but must conform with GDPR standards and the Terms and Conditions of Membership.
- Add and remove access as requested by the Chairman or a member of the committee.
- Inform users of their login details and provide a link to the Beacon Help Centre.
- Support users with any queries they may have on Beacon, and liaise with the Beacon Help Centre as required
- Manage the removal of bounced and spam emails, and aim to keep email addresses for BFu3a members up-to-date by liaising with the membership secretary where necessary.
- Facilitate the introduction of any new versions of Beacon to BFu3a users by identifying changes from the current version and the timescales for implementation of such a new version, and provide or advise on training.
- Attend occasional committee meetings when requested by the Chairman, and provide information to the committee on the use of Beacon in BFu3a.
- Prepare and carry out a comprehensive handover to a new incumbent when appointed.