

JOB TITLE: OMGA DATA BASE MANAGER

JOB DESCRIPTION: The data base manager shall maintain the OMGA membership list, including mailing label information with an Excel program. Obtain current chapter officers' information and combine the information with names of the OMGA Officers; Standing Committees; Ad Hoc Committees and OSU Program Leaders. This roster is provided quarterly to all Chapters for the quarterly Board of Directors meetings. Maintain a current roster of all OMGA members and officers by updating roster per each chapter's update for changes of addresses, phone #s and e-mail addresses. Provide mailing list to OSU Print for newsletter.

IMPLEMENTATION

1. Maintain membership data roster: Starting in November each year, request for coming year's membership list; Request for new Officers with a deadline of December 15th, no later than end of the year. In January send out reminder that officers' list is past due. Notify treasurers and membership caretakers of headlines for membership list and new trainee list—April 1st. Compile all membership data to excel spreadsheets and update data as received throughout the year. Continue to remind chapter Presidents, Treasurers and Membership Caretakers about membership deadline of April 1st until all chapters have reported. In July or August contact Douglas and Central Oregon for their new officers' roster as they hold elections in the summer.
2. OMGA Executive Committee Meetings and Board of Directors Meetings: Executive Committee Meetings are held the first Saturday of February, May, Mini College, and October each year. Send the Executive Committee an Updated Roster via e-mail. Provide a Database Report for each EC Meeting—either in person or send to Secretary. Board of Directors meetings are held the first Saturday of March, June, Mini College, and November each year. Print copies of OMGA Roster for each Chapter Representative and Executive Committee member. Provide a Database Report for each BOD Meeting (either in person or send to Secretary) Continue to request for corrections (name changes, address, phone and e-mail address). For Mini College Leadership Forum Go over the format of how you want to receive the membership list.
3. Gardener's Pen Newsletter: The Gardener's Pen deadline dates are January 10th; May 10th; and September 10th each year. Prior to deadline dates send mailing list to OSU Printing. Sent count of newsletter and mailing list to the Newsletter editor. For February edition of newsletter Return Requested is included—you will need to have someone start checking the PO Box in Corvallis and send you the returned newsletters. (Just the front page of the newsletter to save on postage) Then contact appropriate chapters for corrections.

OTHER DUTIES AND RESPONSIBILITIES

Respond to various officers requesting data information for certain members or chapters. Provide printed address labels or address label format document upon request. Be contact person for various needs of information.