

UUTC Leaders

Description of Committees, Projects, and Leadership Activities 2007 – 2008

DATABASE ADMINISTRATOR

Meeting Date and Time None

Purpose and/or Mission Statement

To maintain the UUTC membership and financial database.

Duties/Focus of Committee

- To maintain current contact and status information on members, friends, and visitors
- To generate mass emails to the congregation
- To make deposits and record contributions and other receipts
- To write checks and record disbursements
- To perform other bookkeeping tasks
- To produce reports on all such activity

Subcommittee Assignments

None.

Individual Assignments

None.

Personal Interest/Skills Needed

Computer literacy, knowledge of basic accounting, and understanding of databases.

Committee's greatest accomplishments

Maintaining a unified system of keeping the congregation's membership and financial records and providing needed information.

Joys of being on the committee

Performing a useful function for the congregation.

Approximate hours per month 10 to 12

Updated

Oct 2007