Database Administrator
SIR's Branch 37

Position Responsibilities for Chair & Assistant   Date   3/1/16

The Database Administrator establishes and maintains a record for each member of the branch as well as other Sons In Retirement (SIR) members holding key positions outside the branch: the Big SIRs for branches 11, 79, 124, 138, and 170 (Branches in the local area), Area 33 Governor, Region 9 Director, Database Manager (State Level), and the State President.

The source of the member data is the SIR application form from the Membership Chair, but only entered upon the Branch Executive Committee's (BEC) approval so noted in the monthly BEC Minutes from the Secretary. The member data is maintained/updated promptly as changes are received from the appropriate members.

 Each record in the Database (currently an Excel file) contains 22 data elements as follows: FIRST_NAME, LAST_NAME, STREET, CITY, ST (State), ZIP_CODE, NUMBER (Membership), NICKNAME, WIFE (First Name), PHONE, EMAIL_ADDRESS, BIRTH_YEAR, BIRTH_MONTH, BIRTH_DAY, JOINED_DATE, PAPER_BULLETIN (Yes or Blank), INTEREST_1, INTEREST_2, INTEREST_3, INTEREST_4, INTEREST_5, STATUS (Active or Inactive).

The Database Administrator provides reports as requested to Branch Executive Committee members and other Committee Chairs by selecting, sorting and organizing the requested data elements of the requested records of the Database.

The Database Administrator provides a copy of the current Database to the Bulletin Editor and the Assistant Bulletin Editor by the 10th of each month for distribution of the Bulletin electronically or USPS and to the Roster Publisher in early December for the annual Roster.