

Data Clerk Position Description: This position has been reviewed yearly but has no term limits. The data clerk is responsible for keeping the meeting database functioning and up to date.

This work is done in collaboration with the Directory Committee. Fortunately in recent years the meeting database has been hosted online so several people can easily access it as long as they have internet access. This has allowed the Directory Committee to enter new data as they discover changes in addresses or receive requests to be included in the directory.

The Data Clerk prepares two products from the database:

- A partially formatted output of the directory. Other Directory Committee members put the directory in it's final form. This combines the individual members of a family and makes one or more directory listings for each family.
- A monthly list of members who want a paper copy of the Meeting newsletter and their addresses. This is emailed to the printers.