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***Data Manager - Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities.***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians.***

**The Data Manager is responsible for collecting and keeping membership lists current.**

**Term**

The Data Manager is appointed by the President to serve under his/her direction for a two year term.

**Responsibilities**

* Send dues and survey data form notices to Minnesota Association of Healthcare Volunteer members in collaboration with Membership
* Send all dues payments to Treasurer for deposit
* Maintain a current list of the organizations’ members
* Compile survey information provided by member organizations
* Send membership and survey information to the Leadership Board and Website Manager
* Collaborate with Membership to ensure accurate membership information
* Maintain email addresses: send by email all material, with presidential approval, as requested by Minnesota Association of Healthcare Volunteers board members.

**Expenses**

Expenses will be reimbursed consistent with the current Standing Rules

**Qualifications**

* Knowledge of and commitment to the mission and vision of the organization
* Willing to commit time and travel
* Written and oral communication skill
* Technology expertise (e-mail, document preparation, spreadsheets, etc)
* Have an active internet connection

**Benefits**

* Satisfaction that comes with service
* Opportunities for personal growth and development

**Time Commitment**

Monthly/Ongoing

* Work closely with Membership to keep membership records up to date, including lists of past members, current members, and potential members
* Receive and record dues and survey data information: send dues payments to the Treasurer
* Inform the Leadership Board when dues and surveys are received from a new member
* Attend District Spring and Fall Meetings and Legislative Day when able

December/January

* Create mailing lists and send dues notices and data survey forms to members

February/March

* Send (or call) members who have not paid their dues
* Collaborate with the Membership on strategies to collect dues
* Prepare membership report for the next Leadership Board Meeting

Summer

* Prepare report summarizing members by districts, and data to include numbers of volunteers, volunteer hours, dollars raised
* Present annual membership report to the Conference Committee

September

* Attend Annual Conference, if possible
* Review position description
* At the end of term, pass along all records/books to the new Data Manager

November

* Attend November Leadership Board Meeting/Training

**10/2018**