

BEACON ADMINISTRATOR DUTIES AND RESPONSIBILITIES

- Five times a year download addresses from Beacon and upload to printers for TAM, manually removing those who do not wish to receive magazine
- As required, set up access to Beacon for Committee Members and Group Leaders providing ongoing assistance where needed
- Review and audit activity in Beacon. Liaise with Treasurer regarding the finances section of Beacon
- Receive and deal with regular communication from Beacon central administration

June 2024