GLOUCESTERSHIRE AREA QUAKER MEETING
ROLE DESCRIPTION

Coordinator of Personal Data

This role comprises two main responsibilities:
- to produce an up-to-date AM Book of Members and Attenders (BOMA) every three years (publication date for next one: January 2021) and
- to maintain the secure database system Qlist held by Friends House staff on our behalf.

Experience and qualities needed
The Friend appointed needs to be familiar with Quaker membership principles and procedures. A key quality for the role is a methodical approach to creating and storing data; confident skills in email and database manipulation are essential, together with experience in proof reading and desk top publishing software. As with all roles, this is an opportunity for learning, so a high level of expertise is not an absolute requirement. A steady and patient approach to following up information with Friends in Local Meetings and a commitment to clear communication across our community is particularly useful.

Main responsibilities:
These can be summed up as:

1. Liaising with local Meeting list compilers, encouraging them to keep their records up to date.
2. Liaising with the Membership Clerk over membership records.

3. Helping and encouraging local list compilers with Qlist as needed.

4. Liaising with Quaker Life office at Friends House regarding any Qlist issues when required.

5. Promoting compliance with the GDPR (General Data Protection Regulations) by ensuring local meeting use the relevant data protection forms and store them safely in a known location.

6. Every three years: gathering and updating contact information from Local Meetings; desktop publishing it ready for printing.

7. Liaising with the printers; proofreading, with the help local list compilers, the BOMA (Book of Members and Attenders)

8. Distributing the BOMA via AM to local meetings.

Help and liaison with local meetings in updating Qlist (some meetings may need support with using Qlist) 2-3 hours per month; fairly intense activity once every three years to get the BOMA assembled and published. This can involve quite a lot of work over a number of weeks.

Support and learning

The Britain Yearly Meeting website contains pages and links on aspects of this role, e.g. data protection, and communications.

 www.quaker.org.uk/our-organisation/support-for-meetings/data-safety

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