## Database and Directory Committee

DUTIES

This Committee shall continuously maintain a database necessary to produce a variety of reports for the Old Guard Council, officers and Committees. In addition, it shall maintain data files which reflect membership participation in Committees and Officer/Associate roles.

PROCEDURES

The Committee consists of a Chairman and one or more members. The Committee shall maintain a database which shall include all available Membership data.

The Committee shall produce monthly outputs, which shall include:

* Mailing labels used by the Bulletin Committee;
* Birthday list for Birthday Committee
* Membership changes summary for the monthly Council meeting
* Membership changes summary for the Monthly Bulletin
* New or changed email addresses (from Applications and member input) for periodic blast emailing to all members

The Committee shall produce annual outputs, which shall include:

* Report of new 20-year and 30-year members for Ladies Day Committee;
* Membership tabulation for the Treasurer;
* Contact & biographical data on each member for proofing the annual Directory.
* The Directory [[1]](#footnote-1)

The Committee shall produce special outputs on request, which shall include:

* Condensed individual member histories for Director or committees on request;
* Special reports for the Life Member Committee and Nominating Committee.
* A collection of forms, letters, and information artifacts including: ·
	+ [Membership Application Form](#_Membership_Application_Form)
	+ Ad hoc reports

The database shall include all data necessary to produce the foregoing reports and shall reflect current data including changes to Membership data, including the following:

1. Member address, phone numbers (landline and mobile) and email address
2. Active to Life Membership status
3. Active to Non-Resident status
4. Non-Resident to Active status
5. Reinstatement of former members
6. Deletions from membership due to:
	1. Deaths
	2. Resignations
	3. Drops (for nonpayment of dues)
7. Death, separation, or addition of wife
8. Change of bulletin receipt method (USPS mail vs. email)

The Committee shall respect the right of privacy of each member and shall avoid the indiscriminate distribution of the foregoing data.

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1. The Directory may include the email address of each member, provided the member has had the opportunity to request that this information be excluded from the Directory, and has not advised that the information should be excluded. [↑](#footnote-ref-1)