



- Publish weekly “Living Water” every Friday in print and on BLD Toronto website.
- Publish monthly magazine, newsletter and other future publications as required.

- Data Entry of DB updates
- Venue bookings
- Announcements via email, web and podium
- Issuance of member appointment and movement letters
- Minutes of DLC Meetings
- Maintain attendance and membership records
- Generate membership reports as required

- Database application development and maintenance
- Website development and maintenance
- Conduct technical trainings
- Hardware and Software acquisition , upgrades and maintenance