



POLICY: Policy Documents and Information Access

1 January 2023

Future board members are elected each year at an annual business meeting generally held in the fall. A board member term lasts for three years and may be renewed for a second three years.

Policy documents are created by and/or approved by the incoming board. They remain in effect until revised or deleted by the board. They are reviewed periodically by the individual board members for: understanding, agreement, appropriateness and completeness. The only exception to this is that the "Conflict of Interest Policy" is reviewed for understanding and agreement annually by all board members.

Passwords for Email access and Program Management are changed annually on the 1st of January for each new SWS Board of Directors to prevent release of sensitive information. SWS president is responsible for this and provides this information to the specific board members who require it. (See the attachment to this document)

The email system designed by SWS was created to provide continuity across changes in board members and responsible individuals without losing track of pertinent information when individuals change positions. The system was designed so that two individuals would always have access to any and all information concerning SWS .

NOTE: Please do not add the email addresses in this document to your email account programs that will push notifications unless you are responsible for them! Please do not change program/email access passwords. The president controls those and any changes should be done by and through him/her. Some accounts have credit card information logged against them and, therefore, access should be tightly monitored. (i.e. Weebly & Zoom)

Oral Carper
SWS/President

ATCH 1: Program Responsibilities and Access Chart



ATTACHMENT 1 Program Responsibilities and Access Chart

PROGRAM AND EMAIL ACCESS LAYOUT (Policy Doc 1 Attachment)
Coordinated January 2023

PROGRAM	USE	Oral		Kim		Gloria		VACANT		Margo		Kathi	
		PRESIDENT	VICE	SECRETARY	TREASURER	DIRECTOR	DIRECTOR	DIRECTOR	DIRECTOR				
CAFÉ	SHOW MANAGEMENT	X											
MAIL CHIMP	COMMUNICATION w MEMBERSHIP	X	X										
SQUARE	FINANCIAL PROGRAM	X		X									
WEEBLY	SWS WEBSITE MANAGEMENT	X	X							X			
YOU TUBE	SWS VIDEO STORAGE	X	X							X			
ZOOM	COMMUNICATION w MEMBERSHIP	X	X							X			
FACEBOOK	(Oversight - Carrie Dugovic)												
INSTAGRAM	(Oversight - Amalia Fisch)												

EMAIL ACCOUNTS	GENERAL (Portal for SWS)	PRESIDENT		VICE		SECRETARY		TREASURER		DIRECTOR		DIRECTOR	
		X (Primary)	X (Backup)	X (Primary)	X (Backup)	X (Primary)	X (Backup)	X (Primary)	X (Backup)	X (Primary)	X (Backup)	X (Primary)	X (Backup)
GMAIL ACCOUNT	GENERAL (Portal for SWS)	X (Primary)	X (Backup)			X					X		X
GMAIL ACCOUNT	PRESIDENT	X (Primary)	X (Backup)										
GMAIL ACCOUNT	VP - MEMBERSHIP	X (Backup)	X (Primary)										
GMAIL ACCOUNT	SECRETARY	X (Backup)				X (Primary)							
GMAIL ACCOUNT	TREASURER	X (Backup 1)	X (Backup 2)					X (Primary)					
GMAIL ACCOUNT	SHOWS & WORKSHOPS	X (Primary)									X (Backup)		
GMAIL ACCOUNT	SOCIAL MEDIA	X (Backup)									X (Primary)		
GMAIL ACCOUNT	WEBMASTER	X (Primary)									X (Backup)		
GMAIL ACCOUNT	FACEBOOK (Carrie Dugovic)												