



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

On-Line Information Access

June 30, 2009

Each member of the Board of Directors is authorized to access and view certain confidential and sensitive information about the administration and operation of the HSMG. In addition, the Administrator, Bookkeeper, Journal Editor, Webmaster and some others may be authorized to access certain information.

The following details cover who is authorized and for what, and who is responsible for keeping access up-to-date.

QuickBooks OnLine

Every Board Member and the Administrator shall have access to view all HSMG financial information in a report format, but not to add, edit or delete transactions except as noted below.

The President shall be designated as the "Account Owner".

The President shall be the "owner" of the HSMG Merchant Account.

The President, Treasurer and Bookkeeper shall have unrestricted access to create, edit and delete transactions as necessary in the course of their jobs.

"Accountant Status" access may be granted to the CPA when needed.

The President is responsible for adding or removing users as needed when Board Members start or end their terms, or at other times as appropriate.

HSMG Website Admin Area

Every Board Member, the Administrator, Bookkeeper and Webmaster shall have full access to the HSMG Admin Area.

Other volunteers or staff may be granted limited access as needed.

The Webmaster, upon written authorization by the President, is responsible for adding or removing authorization of any individual.

Basecamp

All Board Members shall have normal access to all areas of Basecamp, including all committees (see Workspace Privacy Policy for guidelines concerning posting)

The Webmaster, Journal Editor, Administrator and Bookkeeper do not have access to Basecamp.

The President and Vice-President shall have Administrator privileges.

The President is the Basecamp Owner.

HSMG Member Forum

All Board Members shall have regular access to the HSMG Member Forum

Each Committee Chair shall have full Moderator privileges for the section of the forum dealing with their committee.

The Webmaster shall have full Administrator privileges.

The Programs and Services Chair shall be the Forum Administrator. She may delegate some or all of those duties to volunteers, and may assign permissions within the forum as appropriate.

The Programs and Services Chair, as the Forum Administrator, is responsible for updating Forum permissions as needed when Board Members start or leave, or when Committee Chairmanships change.

Shopping Cart

Each Board Member, the Administrator, Bookkeeper and Webmaster shall have access to the Admin Area of the HSMG Shopping Cart.

Bank Accounts and PayPal

The President, Treasurer, Bookkeeper and Administrator shall have access to the HSMG On-Line bank accounts and PayPal account.

The President shall be the "owner" of the PayPal account.

Privacy and Security

It is the responsibility of every person who has access to on-line HSMG information to keep the information secure. Access information or downloaded files containing private information stored on a personal computer or device must be kept secure and password protected. Any documents printed which contain personal information about members and, particularly, credit card or financial information should be shredded or burned (not tossed in the trash). Electronic documents that are "deleted" must be permanently deleted, not left in a "recycle bin" where they can be accessed and recovered.

The HSMG Board Protocol and Privacy Policy apply to all on-line information viewed, saved to personal computers of devices and/or printed.

Written by Marie Gale

Approved June 30, 2009 by the
Board of Directors

History:

June 30, 2009 Original Publication Date