

Washington Village u3a IT Policy

Office Google Accounts

Washington Village u3a uses free google accounts of the form to support the key committee offices.

- Each google account has 15Gb of secure cloud storage (used by the associated google apps, primarily email and drive).
- Use of these google accounts facilitates continuity management since the holders of offices change within the committee. This provides an email history and access to historical resources for each office.
- It is our policy to use these accounts for *all* committee-relevant work. For example, our entry on the Charity Commission website shows an office email.
- These office emails are also recorded and assigned within the Beacon management system.
- All published and finalised resources (including copies of the files and images on our website) are held in [ITmgt.wvu3a](#) google drive: other committee members have view/comment access.
- The treasurer is responsible for gift aid declarations and electronic receipts. These are held securely in the [treasurer.wvu3a](#) drive and are not shared with other committee members.
- Each office-holder may keep working documents within their office's google drive.

Office	Account
Treasurer	treasurer.wvu3a@gmail.com
Membership Secretary	memsec.wvu3a@gmail.com
IT Administrator	ITmgt.wvu3a@gmail.com
Chair	chair.wvu3a@gmail.com
Business Secretary	bussec.wvu3a@gmail.com
Minuting Secretary	minssec.wvu3a@gmail.com
Speakers Secretary	speakersec.wvu3a@gmail.com
PR Adviser	PR.wvu3a@gmail.com
Groups Coordinator	GC.wvu3a@gmail.com
Members Liaison	liaison.wvu3a@gmail.com

N.B. The email addresses are provided here as **.wvu3a@gmail.com* However the “.” is unnecessary (as is any capitalisation). It is simply used to improve readability and to highlight that each of these accounts is associated with Washington Village u3a.

When logging into the google account to make changes a user may find that the format *.wvu3a@gmail.com (i.e. *without the “.”*) is needed.

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Google Email

The google accounts used are “business” rather than “personal” ones. The personal details associated with the account can then be changed when committee members’ offices change.

- Each account must have a mobile number associated with it for verification on creation (and for recovery thereafter).
- Each account must have a recovery email associated with it: these can be the office-holder’s personal email or ITmgt.wvu3a@gmail.com.
- As members change office:
 - the out-going member must hand on the account’s user name and password;
 - the in-coming member must then change the account’s password and recovery mobile number on first access plus any other personal data, e.g. name, personal email.

Beacon

Committee members use the Beacon emailing function for communicating formally with members.

- The google email addresses are recorded in the u3a Offices page on Beacon.
- The Beacon Administrator associates the office emails with the appropriate office holders.
- When an office-holder sends an email via Beacon the 'from' box will offer both the office email address and the personal email address of the sender (as recorded in their membership record). The office email is to be used.
- It is recommended, but not mandatory, that individuals change their membership record email address to that of the office email. In this case:
 - emails are automatically sent from the office email address;
 - when an individual relinquishes an office s/he needs to revert to a personal email address and update the Beacon membership record to reflect this.

Cloud Storage “Google Drive”

The [ITmgt.wvu3a](https://www.wvu.edu/~itmgt) google drive hosts all published and finalised committee resources.

- This drive is set up with a range of folders to reflect our website pages and committee materials.
- The IT Admin office has overriding access rights as the owner of the drive and is responsible for: uploading files to the drive; granting the access privileges for each other office.
- Other office holders have *comment/view* access to folders and files in the ITmgt.wvu3a drive. For example approved monthly minutes.
- The treasurer is responsible for gift aid declarations and electronic receipts. These are held securely in the [treasurer.wvu3a](#) drive and are not shared with other committee members.
- Each office-holder may keep working documents within their office’s google drive. For example, a list of non-u3a speakers held by the speaker secretary.