



# NWRSC Policy Document

## Back Office Technology Policy

Policy Owner:	Board Executive <small>(Board Executive, Board Role Owner, Committee Name)</small>
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Purpose:	List software and technology tools to be used for pool operations <small>(Single sentence description)</small>
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### Policy Description

This policy describes the tools and provides guidance on how they should be used and maintained.

1. Electronic mail: All board executive and board role holders will use the board gmail accounts. Board members large can use personal email accounts.
2. Electronic documents: All club electronic documents should be saved in either Microsoft Word format or as a PDF. The Team Unify site supports both of these formats. For a complete list of supported file types, please see <https://support.teamunify.com/en/articles/1232>
3. Operating systems: All computers owned by the club will be kept up to date with current patches and supported operating systems. Machines that cannot run vendor supported operating systems will be retired.
4. Anti-malware: All computers owned by the club must have run mainstream anti-malware software.
5. Storage: All electronic files must be stored on the club's G-drive (Google Drive).
6. Backup: All electronic files must be backed up on a monthly basis.
7. Appoint a technology volunteer to help ensure this guidance is being met.

### Guidance/Action

Review the current state of each of the six sections in this document.

1. For email address, ensure the board member has the appropriate email address, and the retiring individual has been given the past...@gmail.com address.
2. Maintain the format requirement until its agreed to change it to another standard. Once the standard is changed, legacy documents remain as they are but all new documents are created using the new format.
3. OS currency/supported should be checked each year. Ensure that automatic updates is enabled on each system.



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4. Check anti-malware is installed and is being updated automatically.
5. Be sure to save documents that are sent by email to the G-Drive (Google Drive) so that email doesn't become a 'hidden' repository.
6. Find a backup solution and then put the backup process in place. Check the backups are working at least once a quarter.

## Additional Information

Discuss an Service Level Agreement for both backup and system availability at the club. This will drive the backup frequency and ensure that the loss of any one computer or accidental deletion of files will not have an unexpected impact on the club

Revise every: Year