

Dayton International Festival, Inc. (DIFI)

Policy on Assignment of Email Administrative Roles and Preservation of Digital Assets

Section 1. Purpose

This policy establishes clear guidelines for the assignment, management, and oversight of administrative roles within DIFI's email and digital communication systems, including Google Workspace and related online services. Its purpose is to ensure secure access, continuity of operations, and accountability in the management of organizational data and communications and records consistent with the corporation's By-Laws and mission.

Section 2. Authority

1. The Board of Trustees retains ultimate authority over all organizational digital assets, including but not limited to the official email domain, affiliated user accounts, cloud based storage systems, and social and administrative platforms associated with DIFI operations.
2. The President, with the concurrence of the Executive Committee, shall appoint individuals with demonstrated technical proficiency -including designated officers, committee chairs, or delegates to assume administrative access and maintenance responsibilities. The President shall authorize the assignment or removal of administrative privileges in coordination with the designated Super Administrator(s).
3. The Super Administrator(s) is/are responsible for the technical implementation of admin roles as directed by the President. The President and the Executive Board shall retain final oversight of the account creation, role assignments, and access control.

Section 3. Designation of Roles

1. Super Administrator (Primary and Secondary):
 - The President shall designate two (2) or three (3) Super Administrators to ensure redundancy and prevent loss of access.
 - Two shall be a member of the Executive Committee (preferably the President or the Vice President).
 - The third may be a delegate, or a member of any standing committees with IT background or if not someone who has demonstrated some level of technical proficiency.
2. Additional Admin Roles (optional):
 - Administrative privileges such as Group Admin, User Management Admin, or Help Desk Admin may be appointed as necessary by the President to support day-to-day operations.

Section 5. Responsibilities of the Super Administrator

The Super Administrator shall:

1. Maintain secure access credentials and enable two-factor authentication.
2. Assign, modify, or revoke admin rights only upon documented approval by the President and

the Executive Board.

3. Maintain an Admin Access Log, listing current admins, their roles, and dates of assignment.
4. Report annually to the Board of Trustees regarding system access, usage, and any security concerns.
5. Ensure compliance with data protection, privacy, and retention standards.

Section 6. Preservation of Digital Assets

1. All official correspondence, reports, and materials relevant to DIFI business shall be retained and archived electronically for a minimum of five (5) years or as required by applicable law.
2. The Super Administrator(s) shall ensure proper backup of email data, documents, and other digital records on a secure platform approved by the Executive Board.
3. No officer, admin, member shall delete, modify, or transfer organizational data for personal use or outside purposes.
4. All digital records shall remain the exclusive property of DIFI, regardless of individual account assignment or authorship.

Section 7. Continuity and Transition

1. Upon expiration of term, resignation, or removal of an officer or committee member with admin rights, the Super Administrator(s) shall immediately revoke their access.
2. All admin credentials and access permissions shall be transferred to the succeeding officer within seven (7) days of the leadership transition.
3. A copy of this policy shall be included in the official Officer Transition Packet.

Section 8. Compliance

Failure to adhere to this policy may result in disciplinary action, up to and including removal of administrative privileges, subject to the review of the Board of Trustees.

Section 9. Review and Amendment

This policy shall be reviewed every two (2) years by the Executive Board and may be amended by majority vote of the Board of Trustees.

Approved by: _____

DIFI Board of Trustees