DropBox Management Policy

Summary
The Ralph Thornton Community Centre is committed to both transparency of information amongst its Board Members and the necessary privacy of such information. To that end, the Board is using *Dropbox.com* as the vehicle through which Board members will share information as appropriate while protecting the privacy of such information.

Policy

All current Board members, including the City Councillor for Ward 30 (and his/her senior staff, upon request), the Executive Director, the Business Manager and the **Manager, Strategic Initiatives** will be granted access to the RTC Board Packages Folder and other Folders, as appropriate.

Access to Committee folders is dependent upon approved Committee membership.

New Board members and non-Board committee members must sign a Confidentiality Agreement prior to receiving access to the Board and/or assigned Committee folders on Dropbox.   The Executive Director must have signed Confidentiality Agreements before access to the new Board members and non-Board Committee members can be granted.

The Vice-President of the Board, **supported by the Business Manager,** shall be responsible for the overall management of the RTC Dropbox and is deemed to the 'owner' for purposes of *Dropbox*. They must provide their Dropbox log-in information to the Secretary (for emergency purposes only).

An out-going Vice-President is responsible to transfer 'ownership' of the Dropbox and all Folders to the new Vice-President or to the Secretary (if there is no new Vice-President) within 5 business days of resigning or the new Vice-President being elected.

The Vice-President will allow access or remove access, as appropriate, for all members of the Board and appropriate staff to folders necessary for their role within the Centre.

Members who have their access removed for any reason must destroy any copies (either electronic or hard) of documents to which they had access due to their Dropbox status.

The President of the Board and the Executive Director of RTCC will send a letter reminding former members of the Board or staff of RTCC of their obligation to destroy any copies of documents in their possession.

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Review cycle: Every 2 Years   Approved: May 17, 2017
Last reviewed: May 2019   Revised: May 2019
Review by: Executive Committee

Administrative Appendix

1. **RTCC Board Packages Folder:**

<u>Access:</u>
All current Board members, including the City Councillor for Ward 30 (and her/his senior staff, upon request), the Executive Director, **Business Manager and Manager, Strategic Initiatives** have access to the RTC Board Packages Folder.

No member of the public or non-Board committee members may share this folder.

New sub-folders to the primary RTC Board Packages Folder may be added only following consultation with the Vice-President and/or the Executive Committee.

2. Primary Contents:

"**1. BOARD PACKAGE [YYY MM DD]**" [a MS Word document]:

Each month, usually 10 calendar days prior to the next scheduled Board meeting, the Board Chair will post a template monthly "Board Package" and request that members (especially each Committee Chair) and the senior staff input any information or monthly report to be considered at the next meeting by, at the latest, the Sunday before the meeting. The Package will generally include:

The Agenda Template to be completed by those requesting time on the Agenda;

The "Unapproved Minutes" from the previous monthly Board meeting which need to be approved;

"Staff Reports" with space for reports from the Executive Director and/or Programme Director; and,

Committee Reports" – with space for each committee to highlight information and identify proposed Board decisions and/or motions. Committee reports may be for information only or decision-making. The expectation is that significant or lengthy reports (i.e., longer than two pages) will be provided in the "1 – Additional Board Package Documents" sub-folder and highlighted in the main committee report to the Board.

Primary Sub-Folders (as of May 2017):

"**1 – Additional Board Package Documents**":

This folder is organized by YEAR and MONTH [YYYY MM DD], and contains additional committee reports or information to be considered at the coming Board meeting that are usually highlighted in the monthly Board Package.

The Sub-Folder is to be used by Committees and Board members, as required, to share documents for a Board meeting. The documents should always be saved in a sub-folder for the particular meeting date.

NOTE: It is the responsibility of the posting Board member or staff to also save the document in an appropriate Resource Document sub-folder if necessary.

"**2 – RTCC APPROVED Board Minutes**":

This folder contains the approved minutes of previous Board meetings organized by YEAR and MONTH [YYYY MM DD].

The Secretary is responsible for adding approved minutes to the folder.

"**3 – Previous Board Packages**":

This Folder contains the Monthly Board Package posted for each Board meeting, organized by YEAR and MONTH [YYYY MM DD], as well as a folder entitled "Duplicate previous board packages" which contains conflicted copies which are created when more than one member accesses the package at the same time. These conflicted copies may eventually be deleted when we are sure that the information has been secured.

Following the meeting, the Vice-President is responsible for moving the last Monthly Board Package to this Folder.

"**4 – Resource Documents**":

This folder has several sub-folders and some documents:
*   **AOCC Programming**: This includes information relating to the Association of Community Centres (of which RTC is a member). Of particular interest are: (a) the Approved Operating Budget for Ass. of Community Centres, which includes funding approved by City Council for all AOCCs and RTC; and (b) the AOCC Service Plan, which highlights the City's administrative framework for community centre programming. *Documents may be deleted when no longer current or relevant.*

*   **City Policies:** This folder includes foundation City policies affecting community centres, including RTCC. Of particular note is the AOCC Relationship Framework – 2006.

    Folder contents are updated from time to time.

*   **May 2014 Board Planning Retreat Documents**: This folder contains strategic planning information provided to Board members in order to arrive at the 2014 Renewal Plan. They are available as an on-going reference and should not be modified.

- **MISC Archived Materials.** This folder contains miscellaneous materials pending approval of a formal archiving/information management policy and process. Currently, it includes materials used for orienting the Executive Director.

- **Committee Terms of Reference:** This document outlines each committee's terms of reference and annual priority tasks. The document is updated annually, usually in January, once committees have had a chance to consider their work for the coming year.

- **RTCC Administrative Policies and Procedures:** The current document outlines current administrative policies. Updated policies and procedures should be included and outdated documents archived.

"**5 – Board Governance Policies & Procedures**": This folder also has several sub-folders:

1. By-Laws: This folder contains the current constitution and procedural by-laws for the RTC

2. Governance Policies: This folder contains APPROVED Board Governance Policies. Some updating of policies is anticipated given the adoption of the new Constitution and Procedural By-Law. Approved policy documents should not be modified in any way.

3. Approved Programme Descriptions: This folder contains RTCC programme descriptions approved by the Board.

DRAFT Policies: This folder includes draft governance policies under consideration, but not yet approved by the Board. They may be modified by the author.

Governance Policy Ideas – other orgs: This folder contains several non-RTC policies, for information only, which may be worth adopting and/or amending for RTC use.

Governance Policy Template (MSWord document):
This document provides the template for the development of Board governance policies and should not be modified in any way. If the template is used in drafting a policy, it should first be copied to another folder or location under a relevant file name that identifies its contents (e.g., Draft Policy on … v1).

Glen's Generic Policy Manual: This document is a generic template for the development of governance policies.

6 – BOARD COMMITTEES:

This Folder includes folders for Confidential Board Committees. Non-Board members are excluded from membership of these committees. Responsibility for managing the content of the folders rests with the Committee Chair. Current contents, subject to change, are highlighted below.

Confidential committee folders should be filed here rather than in the Board Packages Folder.

The Chair of the BD&N and Executive Committees must specifically ensure that non-Board members are not shared on the folders for these committees (the box "Allow members to invite others" in the Shared Folder options should not be clicked);

Additional Folders & Documents:

- **2014 AGM Materials:** This folder contains materials presented at the October 1, 2014 annual general meeting. Existing documentation in this folder may not be modified. Additional documentation (e.g., Draft AGM Minutes) may be added by Secretary. *(This should be moved to the RTCC AGM folder which has subfolders for each year)*

- **2014 Approved RENEWAL PLAN & Strategic Priorities:** This folder contains two versions of the approved 2014 Renewal Plan: 2014-2017 Strategic Priorities (a public version and a Board Working Copy), as well as the 2010 mission and vision statement. With the exception of the Board Working Copy of the 2014 Strategic Priorities, documentation in this Folder may not be modified. The "Board Working Copy" may be modified by the Board President/Vice-President or Planning Committee Chair.

- **2017 Board Strategic Planning Retreat and Plans**: This folder contains resource materials used to inform Board decision-making in arriving at the 2018-2022 Strategic Priorities and Plan.

- **Administrative Policies & Procedures:** This folder contains a three items: (a) the BOARD APPROVED DRAFT Organizational – Programme Action Plan 2013-2021 (current annual operating plan which will be superseded by a new plan which will reflect the appropriate Renewal Plans); (b) the current RTCC Administrative policies and procedures, which are subject to update; and (c) a folder containing Space Use policies and procedures, which are in the process of being revised. Documentation in this folder may only be modified by the Board President, Vice-President or Planning Committee Chair.

- **BMO Correspondence – CONFIDENTIAL:** This folder contains confidential instructions to the Bank of Montreal respecting RTC accounts.

- **Board Orientation Documents:** This folder contains materials used for Board orientation purposes.

- **Board Package Template:** This folder contains the template to be used to create the monthly Board Package which may only be modified by the Board President.

- **Notices to Community Council:** This folder contains correspondence to the Toronto and East York Community Council, advising them of new Board nominations. Documentation in this folder may be modified only by the Board President or Secretary.

- **Pro Bono Services:** This folder contains documentation respecting pro bono services requested and/or received by RTC.

- **Review and Comment Requests:** This folder includes any documents etc. for which the Board and/or members of the Centre are being asked to review and provide informal feedback prior to formal discussion by the Board.

- **RTCC Annual General Meetings**: The minutes/reports/documents of annual general meetings kept in sub-folders by year.

- **RTCC History:** This folder contains summaries of RTC's history.

- **RTCO [Ralph Thornton Community Organization]:** This folder contains information regarding RTC's relationship and agreement with RTCO.

- **XX Conflicted Copies:** This folder contains duplicate copies of documents in the Board Dropbox folder.

  Conflicted documents: According to Dropbox, "if two people or computers change the same file at the same time, Dropbox will not try to merge the changes. Instead, it will save two versions of the file and label one a "conflicted copy". This way all changes will be preserved and nobody will overwrite another person's hard work. The name of the second version will be the same as the first but appended with "conflicted copy," the name of the person or computer responsible, and the date that the conflict occurred.

  The Board member/staff member whose copy is identified as "conflicted" should try again later to add their changes to the first version of the document. If you are able to later add your changes to the first version, you must immediately delete your "conflicted copy" to avoid confusion. If you are unable to later add your changes, advise the Vice President and/or President.

  - **XXX OLD:** This folder contains miscellaneous documents that will eventually be archived or deleted.

Documents

- **Board Calendar.** This document outlines the Board annual meeting schedule and other important dates. The Board Calendar is updated annually.
- **Board Contact Information.** This document provides contact information for Board members and is confidential. The information is updated as required. Old versions are temporarily archived under the "XXX OLD" Folder
- **Board To Do List:** This folder contains list of tasks undertaken by the Board. It is updated monthly.
- **Confidentiality Agreement:** A PDF copy of the confidentiality agreement.
- **Membership Form:** A PDF copy of the membership form.
- **RTC Stakeholder Interests**: This document provides a snapshot of RTCC's analysis regarding stakeholders and their interest. It is periodically updated.
- **Unapproved RTCC Board Minutes:** Minutes of the Board meetings which have not yet been approved by the RTCC Board. The Board Secretary is responsible for posting the Unapproved Minutes of each meeting, as well as moving the previous unapproved minutes that have been approved.

3. COMMITTEE FOLDERS

Access:
Access to Committee Folders is dependent upon the approved committee membership.

The committees identified below include community members and, consequently, sensitive confidential information should not be stored in these folders.

Responsibilities:

Each Committee Chair is responsible for managing their Committee's Dropbox folder according to the following process:

The current Committee Chair is responsible to either take control of the Committee Dropbox folder from the previous Committee Chair, if it already exists, or request that the Vice-President create a new folder for the Committee.

The Committee Chair is responsible to ensure only current members are shared on the folder, and must advise the Vice-President about adding or removing individuals from the folder within five (5) business days of the precipitating event (for example, a member joining or leaving the committee).

The Chair is responsible to advise the Vice-President of the names and contact information of non-board committee members who are entitled to have access to the committee folder.

If a Committee Chair leaves the Board or steps down as Chair, the outgoing Committee Chair is responsible for advising the Vice-President respecting the transfer of responsibilities.

- **Finance Committee**: This folder contains documentation relating to RTC's financial situation and policies, much of which is confidential unless presented to the Board at an open meeting.

  Finance Committee's membership includes non-Board community members.

  Management of the Committee folder's contents is the responsibility of the Treasurer, who chairs the committee.

- **Fundraising & Marketing Committee:** This folder contains F&M Committee notes.

  The F&M Committee's membership includes non-Board community members.

  Management of the Committee folder's content is the responsibility of the committee Chair.

- **Membership & Outreach Committee**:
  The M&O Committee's membership includes non-Board community members.

  Management of the Committee folder's content is the responsibility of the Committee Chair.

- **Organizational Planning & Evaluation Committee [Org Planning & Evaluation Committee]:**
  This folder contains a record of the Committee's meetings and projects, as well as available information regarding RTC projects and previous planning information.

  The Committee's membership includes non-Board community members.

  Management of the Committee folder's content is the responsibility of the Committee Chair.

The committees identified below cannot include community members and, consequently, are made up of Board members only and confidential information may be stored in these folders.

Responsibilities

Each Committee Chair is responsible for managing their Committee's Dropbox folder according to the following process:

The current Committee Chair is responsible to either take control of the Committee Dropbox folder from the previous Committee Chair, if it already exists, or request that the Vice-President create a new folder for the Committee.

The Committee Chair is responsible to ensure only current members are shared on the folder, and must advise the Vice-President about adding or removing individuals from the folder within five (5) business days of the precipitating event (for example, a member joining or leaving the committee).

If a Committee Chair leaves the Board or steps down as Chair, the outgoing Committee Chair is responsible for advising the Vice-President respecting the transfer of responsibilities.

- **Board Development and Nominations Committee**
  Management of the Committee folder's content is the responsibility of the Committee Chair

  This folder contains a record of the Committee's meetings and projects, including the Board self-assessment, the nomination committee's work and Board orientation material.

- **Personnel Committee**: This is a CONFIDENTIAL committee charged with supervision of the Executive Director and management of confidential human resources files.
  Management of human resources materials is the responsibility of the Committee Chair.

- **Executive Committee**
  This Committee is comprised of Board officers. Management of committee files is the responsibility of the Board Chair.