



INTERNATIONAL QUIDDITCH ASSOCIATION

Temporary Proposal for Online Document Sharing for Trustees

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The organization currently has documents stored in a Google folder, but also has documents shared as MS Word or as OneDrive documents. This proposal will outline document sharing and storage as a temporary measure until the Executive Branch has selected individuals for all Director level positions and the Board of Trustees has determined a plan for incorporation so we have more information with which to confirm a more long-term solution with more stakeholders.

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Executive Summary

This proposal will outline how Google Drive can be used to store documents by the IQA Board of Trustees, as well as how it can comply with European document sharing requirements.

Background

Most of quidditch uses Google Drive; the IQA itself has always used Google Drive as an organization since its inception in 2014. A vast majority of the files used by the IQA, and records of past IQA activity that will be necessary for the Trustees to access, is already hosted by the IQA on Google. The email addresses that are @iqaquidditch.org are also hosted via Google, and have Google Drives that are connected to them for document storage.

The Google Drive currently used by the Trustees is owned by the IQA Executive Director to ensure all documents will be accessible to all relevant individuals.

The proposal

1. The Executive Director (Admin of the Google organization) will accept the Data Processing Amendment and the EU Model Contract Clauses to ensure the organization's data is protected in accordance with both.
2. The IQA Board of Trustees will continue to use the Google Drive folder set up for them for all documents that are to be shared with the Board.
3. New documents will be started in the Google Drive, so they can be commented on or edited by all.
4. Any documents that have been previously shared with the Board of Trustees in other formats will be copy/pasted into a new Google doc, or uploaded to the Google Drive folder in .doc, .docx, or .pdf formats.
5. If necessary, the Executive Director can create a guide to Google Drive with instructions on all basic functions that will be frequently used by the Trustees.
6. All volunteers will be educated about the reasons for using Google Drive and instructed to keep all of the IQA's information hosted on the organization's Google Drive.

Implications

Strategic implications

This will keep all files in one place, allowing the Trustees and Executive to have access to all necessary files while research is completed on all options to allow for a permanent, organization-wide proposal to be made. This ensures that, if files are to be moved based on the decision taken for the whole organization, they will only have to be moved once.

Financial implications

The Executive Director's Google business account is currently costing the IQA \$5/month. This is the account used to host the Board of Trustees' folder. There will be no change in cost based on this proposal.

Stakeholder implications

The majority of the Board of Trustees is familiar with Google Drive and most documents up to this point have been shared in Google.

Risks and issues

- As some Trustees are in the EU, and incorporation efforts may be made there, the IQA can choose to comply with EU data protection laws. Google has the option to do so, and compliance with the same has been included in this proposal.
- As the folder is hosted by the Executive Director, should the Executive Director take inappropriate actions it may be deleted. The password for the Executive Director's organizational account has been shared with the President of Congress and Chair of the Board of Trustees as part of the password matrix to ensure they have access if necessary. A similar risk would be present regardless of who owned the folder or drive, and what platform was being used.
- Sharing permissions may change over time, meaning that individuals who currently have access to documents should no longer have access to documents. This risk will be mitigated by an examination of each document by the Executive team following dismissal, resignation, or the ending of a Trustee's term.

Next steps

Trustees: To adopt this proposal in full.

Executive: Conduct research on all options for document sharing and discuss with Director-level volunteers once same are selected.

Management responsibility

Trustees: Documents that have been shared by means other than Google Drive must be uploaded into the Google Drive. Further documents will be created in the Google folder.

Executive: Continue to share documents via Google Drive and monitor individual documents' sharing permissions.

Actions required of the trustees

The Board resolve to use Google Drive for document sharing until such time as a further proposal is papered.