

# CTM Google Workspace, Informed Delivery Standing Rules

Adopted October 7, 2024

Informed Delivery shall be set up for Executive Committee Group.

The CTM Google Workspace enables the organization to internally send emails, store and share files, and maintain working groups. The roles and responsibilities described below ensure the super admin has a back up and that committee chairs can manage committee content.

- Secretary and Communications Chair will be the Super Admins for CTM Community Google Workspace unless President appoints an alternate
- Super Admins:
  - Create a xxx.cliftoncommunity.org user for each trustee who joins the Board and suspend these when a member leaves the Board
  - Set up [contactctm@cliftoncommunity.org](mailto:contactctm@cliftoncommunity.org) email so that autoforwards to everyone on Executive Committee plus the Communications Chair
  - Maintain a xxx.cliftoncommunity.org users for CBA, CCAC, CCF, CANS, CRC, Clifton Library representatives and inform the individuals that they can use this email for Events Calendar posting
  - Maintain membership of all Google Groups such as “CTM Board of Trustees”
  - Maintain other cliftoncommunity.org contacts and groups. Minimize alias emails because they are harder to maintain, limited to 1 person, and can’t autoforward to others.
  - Maintain a Google Drive for all CTM Trustees that includes such things as On Boarding, Meeting Minutes, Branding, and Ad Hoc Committees
  - Create a Shared Drive for each Standing Committee, share the Drive with the Google Group “CTM Board of Trustees”, and make the current Chair a Manager of the Drive. Include a minimum standard folders of Minutes, Archives, and On-Boarding.
  - Create a Google Group for each Standing Committee and ensure that the current Chair is a Manager for the Group to enable the Chair to manage membership
  - When roles transition, update the Groups and Drives as needed to meet the above requirements
- Committee Chairs
  - Update membership of their Google Group as needed.
  - Update sharing of their Shared Drive as needed.