## 10.19 File System Index

| Folders and sub-folders | Responsibility | Can Edit* | Can View Only |
|---|---|---|---|
| SBOA | | | |
| WORK - President | President | President | none |
| WORK - Vice President (VP) | VP | VP | none |
| WORK - Past President** (PP) | PP | PP | none |
| WORK - Secretary | Secretary | Secretary | none |
| WORK - Treasurer | Treasurer | Treasurer | none |
| WORK - Membership Chair | MembChair | MembCmte | none |
| WORK - Conference Chair | ConfChair | ConfCmte | none |
| WORK - Education Chair | EducChair | EducCmte | none |
| WORK - Certification Chair | CertChair | CertCmte | none |
| WORK - Communications Chair | CommChair | CommCmte | none |
| Send to Permanent File Storage | ExecSecretary | AllDirectors | none |
| Permanent File Storage | ExecSecretary | ExecSecretary | none |
| Governance | Secretary | Secretary | AllDirectors |
| Meetings of Member | " | " | " |
| Directors Meetings | " | " | " |
| Executive Officers Meetings | " | " | " |
| Bylaws | " | " | " |
| Policies | " | " | " |
| Archives | " | " | " |
| Government and Other External Relations | President | President, Secretary | AllDirectors |
| Ministry of Government Relations | " | " | " |
| Minister | " | " | " |
| BSL | " | " | " |

| Folders and sub-folders | Responsibility | Can Edit* | Can View Only |
|---|---|---|---|
| Other Provincial Government | " | " | " |
| Federal Government [incl. NRC] | " | " | " |
| Municipalities [incl. SUMA, SARM] | " | " | " |
| Designers [incl. APEGS, SAA, etc.] | " | " | " |
| Southeast College | " | " | " |
| Others | " | " | " |
| Finance | Treasurer | Treasurer, Secretary | AllDirectors |
| Annual Folder [one folder per year, has subfolders] | " | " | " |
| Budget | " | " | " |
| Expenditures | " | " | " |
| Income | " | " | " |
| Financial Report and Audit | " | " | " |
| Contracts [one-time] | " | " | " |
| Service Contracts [ongoing] | " | " | " |
| NP Corporation Reports | " | " | " |
| Membership Committee | MembChair | MembCmte | President, VP, PP |
| Committee Meetings | " | " | " |
| Finance and Budget | " | " | " |
| Membership Reports | " | " | " |
| Membership History | " | " | " |
| Directors History | " | " | " |
| Certificates and Cards | " | " | " |
| Complaints | " | " | " |
| Discipline | " | " | " |
| Member Records[one folder per member] | MembChair | MembChair | none |
| member1 | " | " | none |
| member2 | " | " | none |

| Folders and sub-folders | Responsibility | Can Edit* | Can View Only |
|---|---|---|---|
| etc. | " | " | none |
| Conference Committee | ConfChair | ConfCmte | President, VP, PP |
| Committee Meetings | " | " | " |
| Finance and Budget | " | " | " |
| Conferences [one folder per conference] | " | " | " |
| Fall 2017 | " | " | " |
| Spring 2017 | " | " | " |
| Fall 2016 | " | " | " |
| etc. | " | " | " |
| Education Committee | EducChair | EducCmte | President, VP, PP |
| Committee Meetings | " | " | " |
| Finance and Budget | " | " | " |
| Courses [one folder per course] | " | " | " |
| ACBOA The House | " | " | " |
| ACBOA Part 9 - Small Buildings | " | " | " |
| BCTC Series 1 | " | " | " |
| etc. | " | " | " |
| Course Numbers, List of Events, List of Attendees | " | " | " |
| Meetings with Southeast College | " | " | " |
| Annual Registrars' Report | " | " | " |
| Exams [one folder per exam] | " | EducChair | none |
| ACBOA The House | " | " | none |
| ACBOA Part 9 - Small Buildings | " | " | none |
| BCTC Series 1 | " | " | none |
| etc. | " | " | none |
| Certification Committee | CertChair | CertCmte | President, VP, PP |

| Folders and sub-folders | Responsibility | Can Edit* | Can View Only |
|---|---|---|---|
| Committee Meetings | " | " | " |
| Finance and Budget | " | " | " |
| Certification Program | " | " | " |
| Applications [one file per applicant] | " | CertCh | none |
| member356 | " | " | none |
| member574 | " | " | none |
| etc. | " | " | none |
| ACBOA Applications [one file per applicant] | " | CertCh | none |
| member023 | " | " | none |
| member761 | " | " | none |
| etc. | " | " | none |
| Communications Committee | CommChair | CommCmte | President, VP, PP |
| Committee Meetings | " | " | " |
| Finance and Budget | " | " | " |
| Newsletter Development [one folder per newsletter] | " | " | " |
| Spring 2017 | " | " | " |
| Fall 2016 | " | " | " |
| Spring 2016 | " | " | " |
| etc. | " | " | " |
| Website | " | " | " |
| Promotional Brochures, Information | " | " | " |
| Photos | " | " | " |
| Newsletters | CommChair | CommCh | AllDirectors |
| Permanent File Storage Backup Copy | ExecSecretary | President, ExecSecretary | none |

* Executive Secretary has authority to access and edit all of the SBOA folder and subfolders.
** Immediate Past President only.