

## **Committee email accounts**

### **1. Recovery details**

I suggest that we set up each account such that the 'users' mobile No is the recovery phone No, and that a common 'committee' account is the recovery email account. This is to ensure that in the event that the 'user' is incapacitated, the account can still be accessed via the recovery email. I am quite happy to initially have the 'mooring' account as the common recovery account

### **2. Security**

This is not a real issue so we should disable the 2-step verification, which again would simplify the accessing of the account should the normal user be incapacitated

### **3. Passwords**

The user should allocate a password of their choice, but should advise the secretary of that password. It would be advisable to use a password which does not contain personal information which the 'user' may use elsewhere.

### **4. Account transfer**

Transferring the account should be limited to giving the 'user' web-based access. Incorporating forwarding facilities or embedding the email account into a local client should be the responsibility of the user

### **5. Account Name**

When the account is transferred to a new 'user', the account owner name should also be transferred to eliminate any confusion with the previous 'owner'

### **6. Use of the email account**

All WPCA communication with outside organisations must be done through the 'committee' account and not through any personal accounts. This is to minimise the possibility of scams, spam and other undesirable issues contaminating members' private accounts. This also ensures that when committee members change, all correspondence is readily available to the new member.