



VHA Policy 1.6

VHA Document Management

Authorization:

- Bylaws of The Villages Homeowners Advocates, Inc. (“The VHA”)
- VHA Policies 1.1 and 1.2

Policy Statement: It is the policy of The VHA to store all records in digital format on its website, thevha.net. Further, it is the policy of The VHA to appoint a Document Manager to be responsible for the performance of this project.

Functional Control: The Document Manager shall be responsible for storing documents on The VHA website by creating categories/folders and designating who shall have access to each document through which they may be viewed from members’ accounts. No one else shall have the authority to (1) create or edit categories/folders, 2) designate or edit access to categories/folders or documents or (3) add documents to The VHA website.

The Document Manager shall have access to The VHA’s Google Suite in order to set passwords.

Executive Control: The President or his/her designee oversees the maintenance of the official and current copy of VHA Policies and Procedures and exercises control of these documents to ensure their currency and accuracy.