

NCBF Website Privileges:

Adopted: January 25, 2019

NCBF Officers:

Review and editorial privileges only. Officers can create revised drafts of published pages and new unpublished pages. No access to Stripe information. Can export detailed membership reports.

Note: There is revision coding in place. You click "Create Revision Draft". It leaves original untouched so changes can be made that does not affect the live article or page. It can be saved as a draft, changes and revisions made before submitting to be published. Once the revision is complete and submitted, NCBF Officers gives Ferreum any directions to modify if needed and the okay to publish. Once "Published" the changes go onto the live article or page and replace the old layout, wording or updated article.

NCBP & NCBF Membership Coordinator: (Steve)

NCBF Member Services Role:

View pages and articles, create revised drafts of articles and pages, create new draft pages, and submit for review- Has access to add and delete permanent media files. Enters check payments into the system, export data, update user information if needed, change the status of users from Pending to Active once payment is received. {Cancelled, Expired and Refunded should only be used in unusual circumstances with the assistance of Ferreum and NCBF Officers}. Should not be able to delete users.

Finance and Business Administrator (Tondanisha)

NCBF Analyst Role:

This role can export NCBF Members payment information but not be able to work with Pages and Articles on the backend. Access to Stripe reporting, Stripe customer service. Has ability to make Stripe payment changes (this should only be used in very unusual circumstances).

Manager, Affiliate Operations (Rebecca)

NCBF Liaison Role:

Can submit revision drafts of Articles and pages and has all privileges of NCBF Member Services role.

Director (Pamela)

NCBF Oversight Role:

User can export the Members and Payments information to oversee.

Officers and DBS Staff:

All new material added or changed on the NCBF website must be approved by the NCBF President and one additional NCBF Officer prior to being published.

Phone conversations with Ferreum requesting additional privileges or changes to existing privileges by DBS must include at least one NCBF Officer on the call, and be approved by NCBF President and one additional officer.

The Executive Committee will approve access to committee chairs as necessary for their duties and responsibilities.