



## Contributors Team Handbook

BESS Contributor Team

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# 1 The BESS Contributors Team

## 1.A Responsibilities of the Contributor Team

The Contributor Team is responsible for the following tasks that it performs in consultation with the Board, BESS Team Leaders and Officers.

- Maintenance of a secure database of Contributor information
- Backup the database every other month and provide these backups to the Secretary
- Administrate Contributor applications and renewals
- Provide the Social Team with a list of current Contributor first names, Contributor numbers and email addresses after each update of the database
- Production of BESS Contributor cards
- Organize and carryout an annual Contributorship renewal drive
- Facilitate the adding of new Contributors to the BESS Announce list
- Provide all new Contributors with information on the Newcomers Coordinator
- Answer newcomers and volunteers questions
- Answer questions related to contributorship
- Providing staff to conduct age and contributorship verification
- In conjunction with the Education Team, coordinate the front desk at education meetings, in particular the collection of money for contributorship applications and renewals, as well as the confirmation of Contributor email addresses
- Produce monthly progress reports and biannual action plans to the BESS board
- Submit an annual budget and expense forms to the BESS board

## 1.B Contributor Team Members and Their Duties

### 1.B.i Contributor Team Leader

The Contributor Team Leader is responsible for coordinating all Contributor Team activities. The team leader serves as the interface between the BESS Contributor Team and the BESS board of directors, BESS officers and other BESS Team Leaders.

### 1.B.ii Contributor Database Coordinator

The Database Coordinator is responsible for maintaining the Contributor Database.

### 1.B.iii Newcomers Coordinator

The Newcomers Coordinator will be responsible for providing information to newcomers and volunteers.

### 1.B.iv Communications Coordinator

The Communications Coordinator is responsible for all communications related to the Contributorship Team not managed by other Contributor Team members.

### 1.B.v Front Desk Assistant

Front desk assistant will help with the collection of money for both education meeting admission as well as handling renewals and updates to Contributor accounts.

### 1.B.vi Special Duty Contributor Team Member

The Contributor Team Leader assigns and coordinates any additional duties or projects taken on by the Contributor Team to Special Duty Contributor Team Members as needed.

## 2 BESS Contributors

### 2.A Introduction and Definition

BESS Contributors are individuals who have chosen to join BESS by completing an application form fully, having their age verified and paying the annual contributorship fee.

All Contributors must be 21 years of age or older, verified by a photo ID.

BESS contributors are identified by a current BESS Contributorship card, issued by the BESS Contributors Team. All BESS contributorships expire on September 30th of each year.

### 2.B Responsibilities of Contributors and Disciplinary Actions

All BESS Contributors are bound by the Terms of Contributorship, the Safe Space Policy, the Party Rules and Dungeon Etiquette and by all other policies that relate to the behavior and responsibilities of Contributors.

The version of these documents and policies that is in force at any time is the most current version put into effect by the BESS board of directors. Violations of any of these documents and / or policies may result in disciplinary action and the imposition of sanctions by the BESS board of directors.

## 3 Contributor Applications and Orientation

### 3.A Overview: Becoming A BESS Contributor

In order to become a Contributor an individual must:

1. Complete the Contributorship application forms
2. Have your age verified by photo ID
3. Pay the annual contributorship fee

### 3.B Contributorship Application Process

The application procedure is as follows:

1. The individual completes a Contributor application form
2. A member of the Contributor Team or any Team Leader receives the application form and verifies that it has been fully filled out
3. A member of the Contributor Team or any Team Leader verifies that the prospective Contributor meets the minimum age requirement to be a Contributor of BESS by inspecting a photo ID
4. The prospective Contributor pays the appropriate contributorship fee by cash or check payable to "BESS"
5. The Contributor Team staff member or Team Leader initials the form and then issues either a temporary Contributor card (after dating the temporary card as well) or a numbered Contributor card to the individual (if available)
6. If a temporary Contributor card was issued, the Database Coordinator will issue a permanent ID card after processing the application form

### 3.C Contributor Fees

All Contributors will pay an annual fee, the amount of which is established by the BESS board of directors and listed on the BESS website.

Contributor fees are normally \$25 annually. Contributorships paid for on or after May 1<sup>st</sup> are \$15. Contributorships paid for on or after August 1 will be \$25, but will be valid through the following year. Otherwise all Contributorships expire on September 30<sup>th</sup> of each year.

### 3.D Post-Application Procedures & Record Keeping.

The completed forms will be forwarded to the Contributor Database Coordinator to be entered into the Contributor database. Once entered, the Contributor Database Coordinator forwards a list of names and email addresses of new Contributors (except those that have indicated that they do not wish to receive email from BESS) to the Communications Coordinator. The Communications Coordinator sends a welcome email to the new Contributor, which also confirms the email address. This welcome email also contains information relating to the Newcomers Coordinator. As long as the welcome email delivers successfully, the Communications Coordinator forwards the email address and name to the BESS Announce list administrator. Any email addresses that come up as invalid are sent back to the Contributor Database Coordinator for removal from the Contributorship Database.

## 4 Database handling and procedures

The Database Coordinator receives Contributor application and renewal forms and then updates the database in a timely fashion. The coordinator is responsible for maintaining the security and confidentiality of all contributor information in their possession. The coordinator is also responsible for providing contributor information to other team leaders on an as needed basis in as confidential a way as possible.

Every two months, the Contributor Database Coordinator will create a single physical copy of the current BESS Contributor Database on a CD-ROM. This procedure creates a physical backup of the BESS Contributor Database. The backup copy of the Database will be transferred to the BESS Secretary at the next scheduled board of directors meeting. The coordinator will also provide to the BESS Secretary all entered Contributor application and renewal forms. After receiving the backup, the BESS Secretary will, at the earliest opportunity, verify that the backup is readable. Thereafter, the BESS Secretary will be responsible for the safe storage of the backup CD-ROM and any forms transferred and the security of the information contained therein.

Except to verify the readability of the backup, the BESS Secretary will not access the database for any reason, will not create further physical copies, and will not copy the database to any computer or other electronic device. The BESS Secretary will maintain one year's worth of backup CD-ROMs. Application and renewal forms will be kept until such time as the board of directors deems otherwise.

## 5 Correspondence & Communications

All correspondence from BESS to Contributors will be done by e-mail. No announcements or mass mailings will be made to Contributors that have indicated that they do not wish to be contacted by BESS. Additionally, all forms and information relating to contributorship will be available on the BESS website. The Contributor Team Leader will work with the Outreach Team to create and maintain the contributorship information listed on the BESS web site.

## 6 Renewals

Contributors will be permitted to renew their contributorship in person at education meetings, at other BESS events via any Team Leader and via regular mail using the forms available on the BESS web site. The Communications Coordinator will send announcements of the renewal procedures and the need to renew via the This Week At BESS email and via emails sent directly to the list of email addresses in the BESS contributorship database. These announcements will be sent between July 1<sup>st</sup> and August 1<sup>st</sup>, and will be repeated to the list of email addresses of Contributors with lapsed contributorships (as found in the BESS Contributorship database), with new emails sent periodically.

An individual renewing their contributorship does not have to provide photo ID to anyone, provided that they are able to identify their previous BESS contributorship. Usually this is done by showing a BESS Contributor card. In all other regards, renewals will be handled using the same procedures as for new contributors.

Contributors that have had actions taken against them by the BESS board of directors may not be able to renew their contributorship via the normal process and will be handled on a case by case basis.

## 7 Supplemental Documents

The following documents are used by the Contributor Team in conjunction with the Contributor Team Handbook:

- Contributor Team Member and Email Addresses Roster (not for general distribution)
- BESS Terms of Contributorship
- Contributorship Application – Renewal Form
- Orientation Sheet
- Standard Email Message Bodies
- BESS Party Rules and Etiquette (provided by Social Team)
- Safe Space Policy (provided by Corporate Team)
- Contributor Card Template (not for general distribution)