

Memo: Email & Google Workspace Structure

To: Board of Directors

From: Sé Reed, CEO

Date: June 30, 2025

Re: Operational Practice – Email & Google Workspace Structure

This memo documents the internal structure and operational practices for managing The WP Community Collective's (The WPCC) email and Google Workspace environment.

The framework includes standardized email addresses, shared drives, access permissions, and security protocols to support consistency, clarity, and digital security across our communications and file management systems.

The detailed structure is documented here: [Email & Google Workspace Structure](#)

Key operational components include:

- **Primary Domain:** thewpcommunitycollective.com
- **Organizational Emails:** Role-based addresses (e.g., [operations@](#), [ceo@](#), [president@](#)), with forwarding/group aliases (e.g., [info@](#), [board@](#)).
- **Google Shared Drives:** Organized by function (e.g., Admin & Operations, Projects, Board of Directors, Communications, Members), with role-based access controls.
- **Security Protocols:** Two-Factor Authentication (2FA) is required for all accounts. Offboarding includes ownership transfer and account review.
- **Naming Conventions:** Standardized formats for emails, drives, and calendars to ensure clarity and consistency.
- **Archiving & Compliance:** Google Vault is enabled for email retention, legal holds, and compliance.

This operational practice is managed by the CEO and may be updated as organizational needs evolve. Questions should be directed to ceo@thewpcommunitycollective.com.