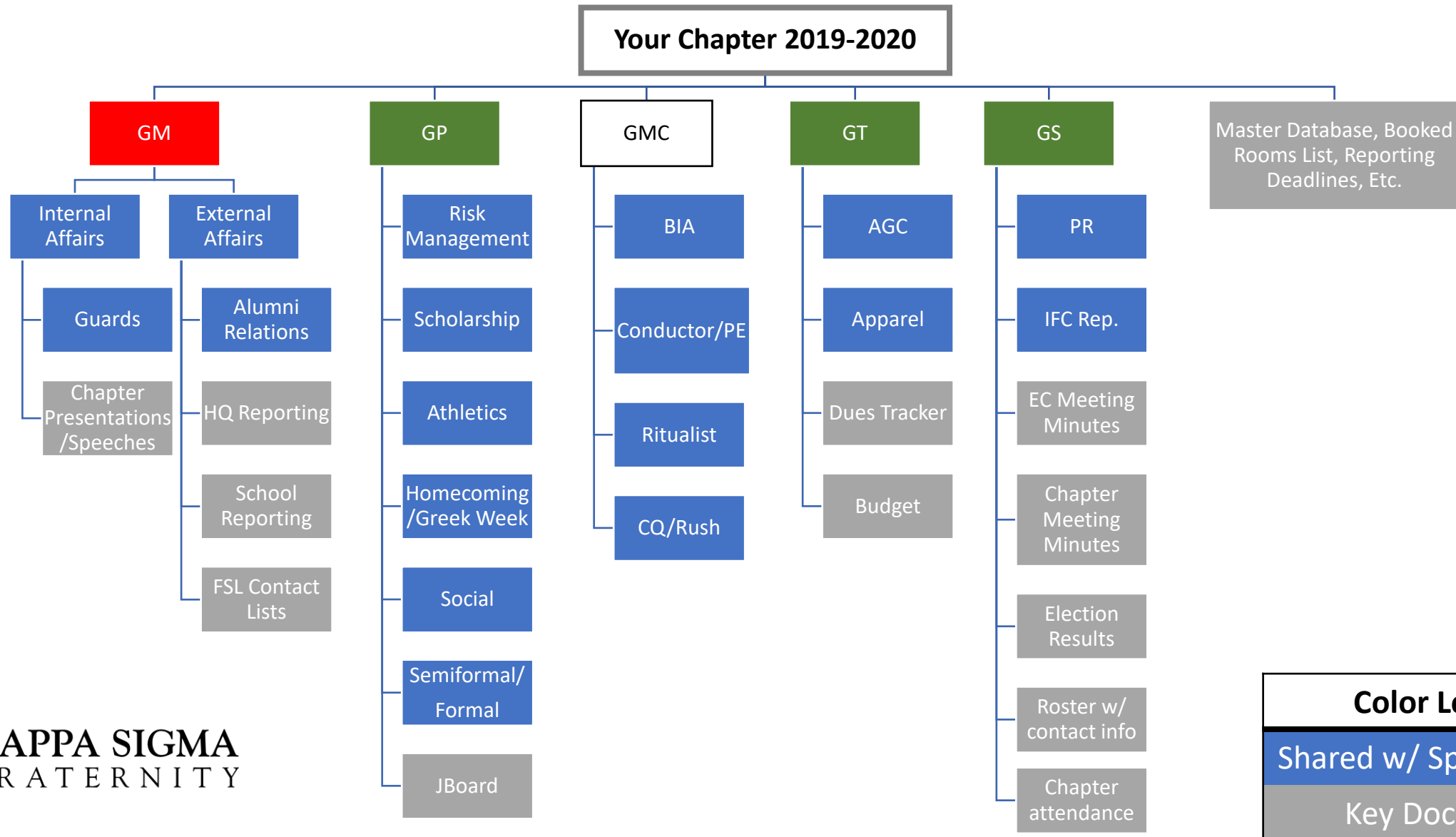


Google Drive Organization Chart



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Google Drive Best Practices

- Share last year's Google Drive with new EC during onboarding
- Create a *copy* of existing drive to build next year's structure
- Be mindful of granting *appropriate* access to chairs
- Set the expectation that chairs populate their part of the database regularly
- Send out a semesterly "Brother Information" Google Forms to ensure you keep good records of contact info, majors, hometowns, etc.



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