Password Management

Document No.: QR-01-002 Effective Date: 05/2026

Who Has Access:

- Secretary
- President

Storage Method (Temporary):

- Passwords are recorded on a **single index card**.
- The card must be kept **locked** in a drawer or filing cabinet when not in use.
- **Do not leave unattended** in shared or public spaces.

Account Separation:

- **Financial accounts** → unique and separate
- **General accounts** (email, social media, event platforms) → separate card

Password Standards:

- Minimum 12 characters
- Upper and lower case letters
- Numbers and special characters
- Avoid easily guessed info (names, birthdays, common words)

When to Change Passwords:

- Annually at a minimum
- Immediately if:
    - Suspected compromise
    - The officer with access leaves
    - Temporary/shared access no longer needed

Multi-Factor Authentication (MFA):

- Enable on all accounts that support it (especially email, financial, social media)

Transition Plan:

- Index-card storage is **temporary**
- RRBA will transition to a **secure digital password manager** as the organization grows or account complexity increases

Responsibilities:

- Maintain confidentiality at all times
- Review cards annually or when officer access changes