

President

The process for the transitioning from the old president to the new president.

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Payment processing

For Stripe only the president and the treasurer should always be the only 2 people that should have access to the stripe because of possible bad actors that could occur without notice.

Google Workspace

- Old president should give "Super Admin" to new president, and keep the permission for a short time while things get set up.
- Create filters/labels for email to be better organized. Join email groups that are relevant to the president role.
- Add new officers to Admin Calendar.
- Transfer GitHub admin permissions.
- Show where mail is received.

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Stuff needing transfer of Position for President

1. Discord.
2. GitHub.
3. Google Workspace.
4. Update Website "Officer board".
5. Give access to the website "Kia".
6. Plan on meeting with Magana.
7. Articles of incorporation.
8. New IRS certification for the 501-(c)3.
9. Do an annual report to update the Sun-Bizz.
10. Has access to strip.
11. Access to the bank account.