



Dropbox for Clubs

► Best Practice Procedure

Using Dropbox to Share Files Among Club Officers

Many clubs have found it challenging to share information among club officers. For example, my club, Mt Sheridan Toastmasters found that the Secretary, Treasurer and VPE all needed to maintain a spreadsheet of current, past and prospective members for sending out dues information, programmes, etc.

Our club has solved this problem by having a central repository for all club-related electronic files. We chose to use the cloud-based service [Dropbox](#) to achieve this — it allows club officers to install software on their computer which then enables a chosen 'shared' folder on each person's computer to be automatically synchronised with the same folder on everybody else's computer.

The end result is that all club-related files are available to all club officers at all times — and, by virtue of the fact that the files are stored both on Dropbox's servers and on every club officer's own computer, they are also backed up. The Dropbox service is also free up to a certain storage limit, which is a great selling point for Toastmasters clubs!

Here are some tips on how to get started using Dropbox in your club:

- **Nominate a club-centric email address**
This is to initially sign up for the first Dropbox account; for example, if your club has its own domain name, use an email address such as [president@yourdomain.org](#) so that the first Dropbox account is always associate with the club, and not a current club officer.
- **Lean on a tech-savvy club officer**
Have them try out Dropbox first and see how it works, and have that person create a document or email that explains to other club officers how to use it. Consider walking everybody through it at your next executive meeting.
- **Write a procedure**
Especially important for handover to the next executive committee which includes disabling access for past club officers.
- **Use a logical folder structure for your club**
Our club mostly uses role-based folders (e.g. "Public Relations", "Membership",) and, for files that will only be relevant for a given year, organise those into year-based folders (e.g. "2011 Treasurer John Smith").

With a bit of planning, and the all-important communication and leadership skills, you too can modernise your club and make the administration less burdensome and easier to hand over to next year's executive committee.

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