

## Commonly Used Policy Definitions and Abbreviations

*These are terms used throughout our policy manual.*

- ❑ **BRPC:** The **Blue Ridge Pride Center, Inc.**, including its **Team Members**, programs, projects, and assets.
- ❑ **BRPC Team Members:** Includes all employees, volunteers, agents, and contractors acting on behalf of **BRPC**.
  - **Board vs Associates:** **Associates** are the **Team Members** that deliver on **BRPC's** mission and manage its resources. The Board is accountable for fiduciary oversight of **BRPC's** performance of its mission. It also oversees the performance of the **Executive Director**. A **Team Member** may serve as both an Associate and a member of the board. When they engage in board activities, they do so at the direction of the **Board President**. When they engage in staff activities, they do so at the direction of the **Executive Director**. A policy that applies to **BRPC Team Members** applies to both board members and associates.
- ❑ **Programs, Functions, and Projects:** Everything we do can be described as a program, function, or project.
  - **Program:** Delivers value to our constituents through a portfolio of activities and projects. While programs may be added or retired, they are generally considered a long-term commitment.
  - **Function:** Supports the ongoing operation of **BRPC** and its programs. Common 501c3 functions include Finance, Communications, Development, Volunteer Management, Systems, and Administration.
  - **Project:** Programs and Functions may include both ongoing activities, as well as discrete, time-bound projects. Some projects are so large that they require their own leadership position.
- ❑ **Senior Team Members / Associate Leadership Roles:** Leadership roles are generally defined in terms of a particular program, function, or project. They are commonly referred to as **Program, Project & Function Directors**.
- ❑ **Policy Scope:** **Associate Policies** are day-to-day operating policies that apply to any **Team Member** working in an **Associate** capacity. They do not cover **Board Members** acting in their board role. However, **Board Members** who act in an Associate capacity are subject to **Associate Policies**.
- ❑ **BRPC Constituents:** Includes all individuals and organizations who have a past, present, or targeted relationship with **BRPC**. These include clients, donors, **Team Members**, contractors, and alumni. They include organizations, groups, and individuals.
- ❑ **Information:** Many of our policies are designed to protect and preserve information. We distinguish between three types:
  - **Proprietary Information:** All information gathered and developed by **BRPC** that is not readily available for free and in a similar format from public sources. Such information is considered the property of **BRPC** and is not to be used, shared, or stored, except for **BRPC** purposes and by people authorized to use it.
  - **Personal Identifiers:** Includes information that can be used to identify, locate, or contact a person, such as name, personal phone, address, and email. Such information is not to be shared or used, except as needed to perform approved **BRPC** activities.
  - **Confidential Information:** Includes details generally considered private by constituents, such as financial and transaction information, medical history, physical condition, sexuality, or gender identity, family information; survey, interview, and questionnaire responses. Such information should never be shared or used except as expressly authorized or understood by the person the information pertains to. Whenever we ask for such information, we should be explicit about how it will be used.

