

ROLE AND PERMISSION MATRIX OF UNIMAID ALUMNI (GLOBAL) ASSOCIATION'S MANAGEMENT SYSTEM

PERMISSION	President	Vice-President	Sec-General	Asst. Sec-General	Financial Secretary	Treasurer	Publicity Secretary	Asst. Publicity Secretary	Legal Adviser	Asst. Legal Adviser	Auditor General	Social Director
View Dashboard	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Manage Alumni	✓	✓	✓	✓	○	○	View	View	View	View	View	View
Add Alumni	✓	✓	✓	✓	○	○	X	X	X	X	X	X
Delete Alumni	✓	Approval	✓	X	X	X	X	X	X	X	View	X
Bulk Import	✓	X	✓	✓	X	X	X	X	X	X	X	X
Manage ID Cards	✓	✓	✓	✓	○	X	X	X	X	X	View	X
Manage Chapters	✓	✓	✓	○	X	X	X	X	View	X	View	X
Manage Event	✓	✓	✓	○	Budget	Budget	✓	✓	View	X	View	✓
View Reports	✓	✓	✓	✓	✓	✓	View	View	View	View	✓	View
View Activity Logs	✓	View	✓	X	X	X	X	X	View	X	✓	View
Data Export	✓	✓	✓	○	✓	✓	X	X	X	X	X	✓
Audit Logs	✓	View	View	X	View	View	X	X	View	X	✓	X
System Setting	✓	X	X	X	X	X	X	X	X	X	X	X
Manage Roles	✓	X	X	X	X	X	X	X	X	X	X	X
Manage Payments	Approval	View	View	X	✓	✓	X	X	View	X	Audit	X

Approve Content	✓	✓	✓	X	X	X	✓	Draft	Review	X	X	Event content
Manage Elections	✓	✓	Secretary	X	X	X	Publicity	Assist	Legal Oversight	Assist	Audit	X
Manage Candidates	✓	✓	✓	○	X	X	X	X	Review	Assist	Audit	X
Manage Access Codes	✓	X	✓	X	X	X	X	X	X	X	Audit	X
Manage Positions	✓	✓	✓	X	X	X	X	X	Review	Assist	View	X
View Voting Reports	✓	✓	✓	View	View	View	View	View	View	View	✓	View
Live Results Dashboard	✓	✓	✓	✓	View	View	View	View	View	View	✓	View

Legend

- ❖ ✓ = Full Access (Create, Edit, Delete, Approve)
- ❖ ○ = Limited Access (Create/Edit only)
- ❖ **View** = Read-only
- ❖ **Approval** = Can approve but not directly perform all actions
- ❖ **Budget** = Access only to event financial information
- ❖ **Draft** = Can prepare content but cannot publish
- ❖ **Audit** = Read-only with audit and verification responsibilities
- ❖ **X** = No Access

Responsibilities by Office

- ❖ **President (Super Administrator):** Overall approval authority with unrestricted administrative access, including the server-level functions.

Note: Server administration, database management, backups, security, role assignment, disaster recovery, and software maintenance. This role should be assigned to super Administrator or ICT specialist that can serve as special assistant to the president.

- ❖ **Vice-President:** Assists the President and assumes presidential responsibilities when delegated.
- ❖ **Secretary General:** Primary administrator of membership records, meetings, reports, and elections.
- ❖ **Assistant Secretary General:** Supports the Secretary General with limited editing privileges.
- ❖ **Financial Secretary:** Records dues, generates receipts, and prepares financial statements.
- ❖ **Treasurer:** Oversees custody of funds, verifies transactions, and manages payment records.
- ❖ **Publicity Secretary:** Manages announcements, news, events, and website content.
- ❖ **Assistant Publicity Secretary:** Drafts content and supports media activities.
- ❖ **Legal Adviser:** Reviews legal documents, election compliance, and constitutional matters.
- ❖ **Assistant Legal Adviser:** Assists the Legal Adviser.
- ❖ **Auditor General:** Has independent read-only access to financial records, logs, reports, and election audits, but cannot modify records.
- ❖ **Social Director:** Manages reunions, conferences, social events, and event-related announcements.

Prepared by: Financial Secretary and Auditor General