

DECEPTION PARK VIEW ASSOCIATION

P.O. Box 2446, OAK HARBOR, WA 98277

DECEPTIONPARKVIEW@GMAIL.COM

BOARD OF DIRECTOR'S POSITION DESCRIPTION FACEBOOK ADMINISTRATOR AND/OR WEBMASTER*

The Facebook Administrator and/or Webmaster of the Association will be responsible for the following:

- Keep the Facebook page and/or website current and up-to-date
 - Only post President-approved documents such as newsletters, agendas, minutes and financial reports
 - Set up special events requiring RSVP such as annual meetings and other events
 - Post urgent messages such as power or water outages
 - Post general community notifications such as Board meetings and event reminders
 - Post appropriate event pictures preferably in albums for quicker access
 - Post appropriate holiday greetings
- Respond to Facebook messages
 - Daily check the Facebook page for communication by either posts or messages
 - Respond within 24-hours whenever possible
 - Forward any concerns to the President or other appropriate Board member
 - Delete any offensive or inappropriate posts and notify the President
- Ensure Facebook and the website have the general email address listed as follows:
deceptionparkview@gmail.com
- Other duties as may be assigned by the Board from time to time
 - This position can be assumed by other Bylaw-specific board positions such as president, vice president, secretary or treasurer.

Note: Facebook document posts must be pictures and website posts must be pdf formats.

*Note: The Facebook administrator and/or webmaster positions not listed in our Bylaws. However, our Bylaws state in Article VI, Section 10: In addition to the foregoing officers, the Board of Directors may, from time to time, elect such other officers as they may see fit, with such duties as the Board may deem proper.