

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISTRICT WEBSITE POLICY AND PROCEDURE
& WEB ADMINISTRATOR DUTIES PP 10**

DISTRICT WEBSITE POLICY AND PROCEDURE

To provide community information and to promote accessibility, the Trailer Estates Park & Recreation District has established the official Trailer Estates Park and Recreation District Website. This website was developed to provide up-to-date District and Board information: District address/contact information, Board meeting/workshop videos, Budget information/resolutions, Policy and Procedure Manual (Charter, Deed Restrictions, Bylaws, Rules & Regulations, and Personnel Policies), and information regarding the administration of the District (district forms, survey, survey results, etc.).

It will also include current events, schedule(s) of activities, photos/videos of district activities, historical information, and a description(s) of park facilities and grounds. Additionally, community information will be available: emergency phone numbers, helpful phone numbers, and links to governmental/non-governmental websites in Manatee County and the surrounding area.

Any resident (property owner or renter), club, or committee may submit suggestions to the Trailer Estates Website through the District Office.

WEB ADMINISTRATOR DUTIES

The Trailer Estates Board of Trustees works with administrative volunteers to assist the district in its day-to-day operations. The Web Administrator serves a 12-month term. They are recommended by the chair and approved by the board prior to /or on February 1 of each year. The Web Administrator may be a trustee and will report to the Chairman of the Board of Trustees for Web Administrator duties. The Web Administrator works in conjunction with the District's current Technology Support Company.

The Web Administrator will administer the official Trailer Estates Park and Recreation District Website.

1. The Web Administrator will assist the district in providing current District and Board information. Bi-Weekly updates will be provided to upload Board Meetings and Workshops agendas.

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2. The Web Administrator will assist the district in providing reoccurring District and Board information. Changes will be posted monthly in the following areas: schedule(s) of activities.
3. The Web Administrator will assist the district in providing on-going District and Board information. Changes will be posted as they occur or when required by regulation/statute: current events, Budget information/ resolutions, Policy and Procedure Manual (Charter, Deed Restrictions, Bylaws, Rules & Regulations, and Personnel Policies) and other areas pertaining to the administration of the District (district address/contact information, district forms, etc.).
4. The Web Administrator will assist the district in providing community information in the following areas: emergency phone numbers, helpful phone numbers, and links to governmental/non-governmental websites in Manatee County and the surrounding area.
5. The Web Administrator will assist the district in providing additional information: photos/videos of district activities, historical information, and a description(s) of park facilities and grounds.
6. The Web Administrator will assist the district in the maintenance of the district website. If unforeseen/extensive changes are needed, the Web Administrator will work with the Chairman of the Board to secure appropriate approval.