

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.17 WEBSITE

The Trustee whose assigned area of responsibility is WEBSITE shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

WEBSITE:

1. Become familiar with procedures and requirements to maintain the official Tri-Par website.
2. Assure that all items required by State law are included, and kept up-to-date.
3. Instruct and assist office staff in procedures to add, edit, and delete items from website.
4. Maintain active relationship with developer and host of the site.
5. Present proposals for Board of Trustees regarding major changes or additions to the site.

06/16/2015