BAYSHORE GARDENS PARK AND RECREATION DISTRICT

WEBSITE PROCEDURES 1009PR

* The District Office Manager shall be responsible for the administration of the District website in compliance with District policy. The webmaster position may be filled by qualified volunteer/s or paid employee/s requested by the District Office Manager and approved by the Board of Trustees.
* The Web Administrator shall report to the District Office Manager.
* The Web Administrator/District Manager will make necessary changes to the Website when directions are received in writing on Form 1009 F and signed by Board of Trustee Chairman or Designated Trustee.
* The day to day submission to the Web Administrator shall go thru the District Office Manager.
* The Official Clubs and Organizations of the District may submit their minutes or event information they wish posted in their designated area on the website, to the District Office Manager for processing on Form 1009 F.

Date Approved\_2/19/19 Sharon Denson

Date Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Effective\_2/19/19\_