

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
WEB ADMINISTRATOR AND WEBMASTER DUTIES**

**PP 57**

The Trailer Estates Board of Trustees works with administrative volunteers to assist the district in its day-to-day operations. The Web Administrator and Webmaster serve a 12-month term. They are recommended by the chair and approved by the board prior to February 1 of each year. The Web Administrator and Webmaster will report to the Chairman of the Board of Trustees.

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

1. The Web Administrator and Webmaster will assist the district in providing current District and Board information. Weekly updates will be provided in the following areas: Board meeting/workshop agendas, Board meeting/workshop minutes, and Board bullets.
2. The Web Administrator and Webmaster 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 and Webmaster will assist the district in providing on-going District and Board information. Changes will be posted as they occur in the following areas: 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, survey, survey results, etc.).
4. The Web Administrator and Webmaster 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 and Webmaster 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 Webmaster and Web Administrator will assist the district in the maintenance of the district website. If technical assistance is needed, the Webmaster and Web Administrator will work with the Chairman of the Board to secure appropriate assistance.