



# Policy & Procedure

## Facebook Administration

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### Introduction

Social media is an established form of communication in addition to member specific means such as email and the Airtourer Association Newsletter. The association manages a Facebook Private group and it is important that content is related to the Airtourer and reflect well on the association.

This document describes how members of that group and its contents are managed.

### Scope

This document applies to the committee and management of the Facebook group as well as all members of the Facebook Airtourer group.

### Policy

1. The committee will nominate one or more members of the association to act as administrators of the Facebook group.
2. Any person wishing to join the group will need to demonstrate a connection with the Airtourer.
3. All posts are to be related to the Airtourer or the association.

### Procedure

1. **Administrators.** The committee will appoint/remove administrators from time to time and record these actions in the minutes of the relevant committee meeting.
2. **Approving Membership of the Group.** Any person who applies to join and has an obvious connection with the Airtourer, e.g. is a member of the Airtourer Association, can be approved by the administrators. Applicants will need to answer questions to demonstrate a connection with the Airtourer. The questions are to be managed by the administrators and may change from time to time. Whenever questions are changed this is to be reported to the committee and minuted.
3. **Posts.** Administrators will monitor the group posts and if they have no connection to the association or the aeroplane then may remove them.
4. In applying paragraphs 2 & 3 above, broad discretion is appropriate, e.g. an applicant who is interested in Australian aviation history without a particular Airtourer aspect could be approved. Posts with a non Airtourer aviation theme are generally not appropriate unless

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there is a connection, e.g. a safety lesson that could be applied to the Airtourer. Interesting aviation photographs or stories without relevance to the Airtourer are not appropriate.