

## TASP Social Media Internal Use Policies

**Internal Access** – All content submitted to the TASP website must be approved by the chair of the development committee before it is uploaded to the site. Controversial materials or policies requiring board vote will be referred to the Executive Committee. Board members wishing to submit content may be asked to obtain approval from the Board president. Emails will be used to document authorization.

Any updates to the TASP website are coordinated by the chair of the development committee and the office manager who have the sole authority to access, post to or update materials on the website.

Internal access to the Facebook page for TASP is maintained by a member of the development committee.

**Accessibility** – TASP attempts to comply with applicable federal and state rules regarding website accessibility. Questions or concerns about accessibility should be directed to [tasp.chelsea@gmail.com](mailto:tasp.chelsea@gmail.com)

**Traffic** – TASP board and general members are encouraged to help drive traffic to the TASP website and Facebook pages by:

- Liking the TASP Facebook page from their personal page.
- Sharing the TASP Facebook page with friends and colleagues
- Including a link to the TASP website as part of your email signature
- Periodically encouraging others to connect with TASP
- Make sure you like and share specific postings and content such as articles and videos.

**Record-Keeping** – Information captured at the site will be gathered in aggregate format on a quarterly basis and reviewed by the development committee and board to be used for the benefit of the organization

**Content** – Copies of the IRS Form 990, 990-T and Form 1023 & 1024 available for public comment. Direct any requests to [tasp.chelsea@gmail.com](mailto:tasp.chelsea@gmail.com)