

Hawaiian Paradise Park Owners Association

Policy Number 4.8 Social Media

Relevant Statutes, Ordinances or Association Governing Documents: Not Applicable

Purpose: To provide guidelines for the responsible use of social media by individuals acting on behalf of HPPOA.

Details:

- 1) This policy applies to
 - a) HPPOA Directors
 - b) Officers
 - c) Employees
 - d) Committee members
 - e) Volunteers
 - f) Contractors or agents when representing HPPOA
- 2) This policy applies only when individuals
 - a) Represent HPPOA publicly
 - b) Use official HPPOA social media accounts
 - c) Speak in an official capacity
 - d) Could reasonably be perceived as speaking on behalf of HPPOA.
- 3) Communications
 - a) Only individuals authorized by the Board may
 - i) Speak or post officially for HPPOA
 - ii) Issue public statements on behalf of HPPOA
 - iii) Operate official HPPOA social media accounts
 - b) Official communications should
 - i) Be factual and respectful
 - ii) Avoid personal attacks
 - iii) Clearly reflect approved organizational positions where applicable
 - c) When posting in a personal capacity, individuals must
 - i) Avoid implying they speak for HPPOA unless authorized
 - ii) Consider using a disclaimer such as:
"The views expressed are my own and do not necessarily reflect the views of HPPOA."
 - d) Directors and employees are prohibited from social media posting on matters pertaining to HPPOA without Board approval.
 - e) Committee members, volunteers, Contractors, and agents are encouraged to refrain from social media posting on matters pertaining to HPPOA without Board approval.
- 4) Confidentiality and Fiduciary Duties
 - a) Directors and employees remain responsible for protecting
 - i) Attorney-client privileged communications
 - ii) Executive session matters
 - iii) Personnel information
 - iv) Pending litigation matters
 - v) Sensitive financial data
 - vi) Private owner information protected by law
- 5) Enforcement
 - a) Any alleged violation of this policy will be referred to the Board of Directors for adjudication under the HPPOA Code of Conduct Policy.

Responsibilities:

The Policies and Procedures Committee shall review this policy annually.

Review:

This policy shall be reviewed Annually for any improvements, or updates.

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Adopted Date: 8-5-2020

Amended Date:

Review Date: