

**TRAILER ESTATES PARK AND RECREATION DISTRICT
COMMUNITY CHANNEL MANAGER DUTIES PP 9B**

COMMUNITY CHANNEL MANAGER SHALL:

1. Establish a group email for Chairman, Office Manager & Maintenance to receive and approve information request for the Community Channel.
2. Receive approved requests from the Board Chairman or designee by 10:00 a.m. each Tuesday.
3. Only prepare for publication those requests that have been approved by the Chairman or designee.
4. Ensure approved requested data is provided on the Community Channel.
5. Annually, in January, provide to the Chairman a schedule of the regularly scheduled items for rebroadcast (i.e. 1st & 3rd Mondays live broadcast Board Meetings at 9:30 a.m.; the following Wednesday and Thursday rebroadcast Board Meeting at 2:00. Sunday 9:00 a.m. broadcast live Covenant Church Service; Church rebroadcast on Tuesday at 5:30 p.m., etc.)