

POFHOA

Web Master

Roles and Responsibilities



In order to keep our residents informed, we have one point of reference for Post Oak Farm information.

As presented in this heading, it contains current information, history, an Area Map, leadership names, roles and responsibilities of the volunteers, and communications including newsletters, meeting minutes and bylaws.

Our Post Oak Farm Web site address is: www.pofhoa.com.

Duties

1. After the Annual Meeting, update the Web site with information about the new volunteers, and other information.
2. Maintain the Web site throughout the year.
3. Post Newsletters, Board and Annual Meeting Minutes located on the More > Communications tab.
4. Respond to or forward requests, questions, and inquiries that come through the Web site.