

# **ELECTRONIC COMMUNICATIONS**

Function Statement

October 2012

## **SCOPE**

**Electronics Communications covers the Website, Facebook Page, Sacramento Birds Yahoo Group, and Alert Notices.**

## **Tasks**

- Manage and update the SAS Website ( [www.SacramentoAudubon.org](http://www.SacramentoAudubon.org) ).  
Monthly updates on Field Trips, Recent Sightings, General meeting presentations, news and events. Also add latest Observer to Archives.  
Ad hoc updates on issues approved by SAS President e.g. Maps, Photo Gallery, Education Outreach, etc.  
Create new sections as approved by the SAS President.
- Manage and update the SAS Facebook page on a daily basis. This task is handled by Clifford Hawley and Dan Brown. They provide daily links to photos and interesting articles and birds seen in Sacramento and No. Calif. area
- Maintain an email "SAS Action Alert List" and forward information received from SAS President to the list for their information and possible action. Add new members to the list as per information received from Membership Chair.
- Maintain email mailboxes for various SAS Officers and Chairs to enable email to be forwarded to their personal email addresses.