

TOWN OF BRISTOL, VERMONT

Social Media Policy — Addendum A

Acknowledgement of Official Use by Authorized Town Officials

Policy: POL-2015-07, Town of Bristol Selectboard Social Media Policy Adopted April 7, 2014. Amended May 11, 2015.

I, **AZ Larsen**, Planning & Zoning Administrator and E-911 Coordinator for the Town of Bristol, Vermont, acknowledge that:

A. I received a copy of the Town of Bristol, Vermont's social media policy on _____ (date);

B. I have been given an opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

C. I understand the language used in this policy;

D. I acknowledge that the town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

F. I acknowledge that I understand this policy and I agree that I will comply with all of its provisions.

Town Official's Signature

Date

Town use only

Accounts authorized: Town of Bristol Facebook page; Town of Bristol Instagram account (linked to the same Meta Business account)

Level of access granted: Content (post, respond to comments, manage messages). Not Administrator. No authority to add or remove users, change page settings, or alter account security.

Facebook account the role is assigned to (AZ Larsen's personal Facebook account; role attaches to the individual account, posts publish as the Town page):

Selectboard approval date: _____

Access granted by: _____ **Date:** _____

Added to Section 6 account and administrator list: ☐ Yes ☐ No

Retain the executed original in the personnel file and a copy with the Section 6 social media account list maintained by the Town Administrator.

Reproduces Addendum A of POL-2015-07 verbatim, including the original's lettering, which skips "E."