

Mission Statement

The **Vitalia Lifestyle Committee Events** Facebook Page is dedicated to informing Vitalia residents about all *onsite Lifestyle and Club ticketed events held in the ballroom. Member-only club events are included.*

Our mission is to provide Vitalians with an easily navigated resource that will keep them abreast of current and future events and activities. The page will be informational only, and no comments will be allowed on any of the posts. We will ensure our security by keeping the page private and restricted to a “join by request only” membership. We hope that the **Vitalia Lifestyle Committee Event** Facebook Page is frequently accessed so everyone can take advantage of all we have to offer. To drive consistent viewing, Facebook Admins will create a weekly post titled “Lifestyle Director's Reminder of the Week”.

Charter

1. 4+ Administrators: (1) Primary Lifestyle Committee Facebook Administrator (PLCFA); (1) Backup Lifestyle Committee Facebook Administrator (BLCFA); (1) Campbell Lifestyle Director Administrator; and (1+) Board of Directors Liaison(s).
2. The (2) Lifestyle Committee Administrators will be proposed by the Lifestyles Committee and then approved by the Board of Directors liaison(s). The proposed administrators cannot hold Chair, Co-Chair, Director, or committee chair positions in any other Vitalia club that has ballroom events. All administrators must be members of the Lifestyles Committee.
3. As of March 2024, the PLCFA will be **Jean Delgado** and the BLCFA will be **Randi Bajorek**
4. The Community Association Manager will provide the Facebook Admins with the initial list of current Vitalia residents. Monthly thereafter, the Manager will provide the new/previous resident list. The FB Admins can then remove these previous residents from the Facebook group, so they no longer have access.
5. All postings, both Lifestyle Committee and Clubs, must be sent to the Lifestyle Director for approval. Only ads that have been approved and submitted by the Lifestyles Director will be posted by the Facebook Admins.
6. Facebook Admins will post the Ads as soon as the Ads are posted in the Vitalia Voice Newsletter.
7. Club Chairpersons are the only club members to provide their Club Ads directly to the Lifestyle Director. All changes must be made only by the Club Chair/Director.
8. Comments must be disabled immediately after the ad has been posted.
9. After the Lifestyle Director's approval, the Facebook Admins will replace outdated ads with the latest version.
10. To drive consistent weekly viewing, Facebook Admins will create a post titled “Lifestyle Director's Reminder of the Week” (based upon a priority announcement listed in that week’s Management company eBlast email) to be prominently displayed on the “Featured tab”. (The prior week’s Reminder will be deleted.)
11. The Lifestyle Director will promote the Facebook Group by providing the link to the Page in the weekly eblast. (i.e. “To stay current and if you are not a member, click here to join...”)

Guidelines and Policies

1. Information about club *events held outside the clubhouse* can be found on that specific Club's website, as well as the Club section of the monthly Vitalia Voice.
2. The Facebook Group "Guides tab" contains the approved Lifestyle and Club ads arranged by month and in chronological date order.
3. The Facebook Group "Discussion tab" is reserved for ads approved by the Lifestyle Director.
4. The Lifestyle and Club ads posted on the page in the Discussion tab will not be in any specific order and comments will be turned off immediately after the ad has been posted.
5. The Facebook Admins will pin Lifestyle and Club ads to the Featured tab one week before ticket sales start and unpin from the Featured tab one week later. Ads will still be displayed in the Discussion tab and Guide tab.
6. Facebook Admins will pin Lifestyle and Club ads to the Featured tab the month of the Club event and after the Club event has been held, will unpin from the Featured tab, delete from the Discussion tab, and delete from the Guide tab.
7. All posted ads must be uploaded in .jpeg format or contain a direct form (or folder) google drive link. PDFs will not be accepted.