



Facebook Guidelines

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1 Introduction

The following Perth and Districts Multiple Birth Association (PDMBA) document has been created to provide guidelines for PDMBA members who wish to interact with PDMBA via Facebook.

These guidelines aim to ensure a harmonious online environment for all members, and must be read and adhered to by all members when they join any PDMBA Facebook group.

2 Facebook Page

“Perth and Districts Multiple Birth Association Inc.” - <https://www.facebook.com/pdmba>

- The “Perth and Districts Multiple Birth Association Inc.” Facebook page is a public page intended for PDMBA promotional purposes only. Only administrators of the page are able to post new content.
- The Facebook general public is able to comment on posts, which will be monitored under the guidelines in this document by administrators.
- PDMBA members are encouraged to send potential content for the Facebook page to the page administrators, via the page messaging or contact form facility.

3 Facebook Groups

- The PDMBA have created Facebook groups to provide a fun, family-friendly community where members can seek and share knowledge of multiple parenting.
- All content will be monitored under the following guidelines in this document by administrators.

3.1 Membership Requirements

- The membership of any PDMBA group is restricted to financial members of the PDMBA and will be approved by the group admins once membership is confirmed.
- Once a member has had their membership expire, cancelled their membership or has had their membership revoked, they shall be removed from the Facebook group by a group admin.
- A membership is inclusive of both parents.

3.2 Support Facebook Group

“P+DMBA Members” - <https://www.facebook.com/groups/pdmba/>

- The following posts are intended for the “PDMBA Members” Facebook group
 - Requests for advice
 - Requests for recommendations
 - General comments
 - Links to blogs of interest
 - Links to websites of interest
 - Personal Photos
 - Amusing / inspirational / moving , etc Images

3.3 Trading Post Facebook Group

“P+DMBA (Members Only)Trading Post” - <https://www.facebook.com/groups/pdmbatradingpost>

- The following posts are intended for the “P+DMBA Members Trading Post” Facebook Group
 - For Sale posts of second hand baby related items
 - Wanted posts of second hand baby related items
 - Free Item posts of second hand baby related items
 - Links to advertised sales and discount codes for baby and/or children’s goods that may be of interest to multiple birth families.
- It is the responsibility of sellers to ensure that the items advertised comply with the relevant Australian Standards. **It is illegal to sell equipment that does not comply with the Australian Standards.** These standards also apply to private sales. For more information visit the ACCC web site (<http://www.accc.gov.au/>).
- Members are not permitted to directly advertise commercial business ventures or products where their family members or friends profit personally from sales or services.

3.3.1 Selling Guidelines:

- Each sale item must have a description which includes:
 - Sale price ,
 - Item age / condition
 - pick up location(s) and /or if postage is offered,
 - Any damage or missing parts of the sale item
- If the sale item is being advertised elsewhere (e.g., Gumtree) the sale item post must say so - if that item gets sold elsewhere first, this must be written as a comment in the sale item post.
- An album should be created if you have a large number of pictures of items for sale.
- Once an item is sold, the management of the pick arrangements or postage must be completed via private message
- Any items that have previously been given for free via the PDMBA Trading Post must not be on sold for a profit by themselves or as part of a bundle sale post (i.e. free items plus bought items). Separate posts must be created for passing on free items and items for sale.

3.3.2 Buying Guidelines

- If a member wants to purchase an advertised sale item they must write “**SOLD**” as a comment against that item post
- A question written as a comment to a sale item does not imply the item has been “**SOLD**”
- A member is permitted to write the comment to the sale item “**SOLD Pending...**” In this case the potential buyer can ask a question of the seller or check something themselves (e.g., measurements). It is up to the seller to determine, based on the urgency of the sale, a suitable timeframe for the potential buyer to confirm the sale.

- o If a sale item has been commented on as “**SOLD**”, and a member wants to be considered for the item if it gets passed over, they must write “**Next In Line**” or “**NIL**” as a comment to that sale item. This will create a sale order for the seller.
- o A member must never offer, via comment or private message, more money for an item that has already sold – Any member found to be in breach of this will be warned and potentially removed from the group.

3.4 Committee Facebook Groups

- The P+DMBA committee may create Facebook groups as required to facilitate discussion related to committee and sub-committee business.
- These groups
 - o must adhere to the general posting guidelines as set out in this document.
 - o must not be used as storage areas for official committee documents
 - o must not replace the official channels for committee communication and document sharing. (eg, monthly committee reports)

4 Administrator Governance

- Group and page administrators are permitted to create appropriate events such as coffee groups, club events and social events.
- Posts and / or comments will be deleted if they are found to:
 - o harass, threaten or abuse an individual.
 - o Be hateful or discriminatory regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
 - o use of profane, defamatory, offensive or violent language.
 - o breach the guidelines or spirit of the guidelines
- If a complaint is made by any PDMBA member, regarding a post or comment on any PDMBA Facebook group or Page, PDMBA will always act on this cautiously to prevent any harm, unintentional or intentional to its members, or the wider multiples community. This includes but is not limited to:
 - o comments pertaining to illegal activity,
 - o breach of the formal or informal guidelines of other community groups,
 - o comments addressing minorities.

A reason for removal may or may not be provided upon request.

- Members found to breach the guidelines or spirit of the guidelines can be removed from the Facebook group/s at the discretion of the group admins. Serious breaches may result in PDMBA membership being cancelled.
- The Guidelines may be amended by Administrators from time to time. The edited versions will be posted and pinned to the Facebook groups.

5 Reproduction of content

- Conversation threads from the Facebook page and groups are able to be copied and reprinted in the P+DMBA newsletter anonymously.

- o Permission will be sought by the Editor from the original author of the thread in order to use their name
- o All pictures posted will have permission sought by the editor prior to be reproduced in any way.

6 General Posting and Commenting Guidelines

- Photos of other members and/or their families can only be posted if permission has been granted by all other parties in the photo (verbal permission is acceptable).
- When commenting of posts requesting advice, members are asked to be respectful of others' opinions, remain on topic, and refrain from giving medical advice/undermining medical advice a member has been given.
- Members are able to contact other members through a Facebook group. If this is the mechanism for contact then the same posting guidelines stipulated for the group should be adhered to in the messaging contact.
- Members are encouraged to delete posts which have expired or are irrelevant.

7 PDMBA Disclaimers

- Any post or comment by any PDMBA member or the general public, to any PDMBA Facebook group or Page:
 - o is not guaranteed for accuracy by the PDMBA
 - o is not necessarily representative of the opinions of the PDMBA
- The PDMBA does not take responsibility for any product or service listed by a Facebook member. Members who buy and sell items or services via the group do so at their own risk.

8 Questions and Feedback

If you have any questions or feedback related to these guidelines please contact the PDMBA by:

- Emailing – communications@pdmba.org.au
- Sending a PDMBA Facebook page message – <https://www.facebook.com/messages/pdmba>
- Contacting a Group administrator directly via the related Facebook group members list