

Chair Descriptions

Social Media Chair

The Social Media Chair is to update and maintain the Woman's Club of Fullerton Public and Member Only Facebook Pages throughout the year after initial training:

- Receive training from our WCOF Webmaster as to the proper etiquette for our social media pages
- Become an administrator for the social media pages and always check with our WCOF Webmaster if you have any questions or need any help
- Keep informed of WCOF activities and work with those in charge to establish who is to do the posts to keep the members and public informed
 - o Establish a procedure with the WCOF Webmaster, and those in charge of events, meetings etc. so there is not duplicate postings such as invitations to the WCOF General Monthly Meetings
- The Social Media Chair is not the only one to post on the our social media pages. The WCOF members can post as well Add new members to our Member Only Page so that they will be able to see posts and make posts

Once trained the Social Media Chair is to carry out the duties of maintaining, updating and/or posting on our WCOF Member Only and Public Facebook Pages and any other form of social media that is established

- The Social Media Chair is not the only one to post on our social media pages and/or sites
 - o Check daily to make sure there are no inappropriate postings and that the WCOF etiquette is being followed
- As new members join add them to our WCOF Members Only Facebook Page
 - o So that they may be able to see the posts and so they can make posts
- Check to make sure no one is soliciting business on our pages
- Post our WCOF activities, such as fundraisers, events, meetings, if it is not already on the Facebook Pages
- Post pictures from events and meetings
- Check in

The Social Media Chair is to know and determine when appropriate posts need to put also on our Public Facebook Page.

- Many times WCOF Members will post in the Members Only Facebook page but they are things that we would want our public to know about
- The Social Media Chair is to inform/train our WCOF Members on the difference and make periodic posts on our public page so that our presence is know to the public

The Social Media Chair is to keep a binder of all activities to pass on to the next Social Media Chair.

The Social Media Chair is to keep track of any volunteer hours, in-kind donation, money donated, and send that information to the Dean of Chairs within a month of the activity.

The Social Media Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.