



Social Media Chairperson shall:

1. Serve as an assigned Facebook and Instagram Administrator for the Guild's social media outlets
 - a. Post to Facebook and Instagram on a monthly basis regarding:
 - i. Upcoming Guild General Meetings reminder
 1. Pictures to include Programs, Guest Speakers, Show and Share
 2. Interesting sewing facts or other tidbits reflecting the modern aesthetic of our Guild
 - ii. Upcoming Executive Board Meetings reminder
 1. Remind all Guild members invited to attend include date/time/location
 - iii. Special Events reminder and/or background regarding the event/presenter
 1. Post pictures and brief description regarding events with links to our website at www.iemodernquiltguild.com for additional details/registration/information
 2. Links and details regarding the presenter and his/her online presence
 - b. Moderate posts by Guild members for accuracy and appropriateness
 - i. Remove inappropriate posts/remarks/members and advise the Executive Board
 - c. Respond to requests for Facebook group access for those asking to join
 - i. Confirm clarifying questions are complete and responses appropriate
 - ii. Assess and respond to group requests for access in a timely manner (72 hrs)
 - d. Attend Guild general meetings and take pictures for posting on social media.
 - i. In the event of absence, secure another guild member to assist
 1. Coordinate posting or confirm what was posted following the event by the substitute as needed
2. Encouraged to attend monthly Executive Board meetings when possible

Estimated Time Monthly: 1.5 Hours