

Quilters' Sew-ciety – Facebook Editor/Administrator

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms: Two Members – one for Day and one for Evening
- C. **Overview of Responsibilities:**
 - 1. Manage and monitor the Rochester Quilters' Sew-ciety's Facebook Page and Account
- D. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Manage and monitor the Rochester Quilters' Sew-ciety's Facebook Page
 - 3. Take or accept photos from Quilters' Sew-ciety members from QS sponsored events. If not able to attend, ask an attendee to take pictures and send them to you and then place them on the QS Facebook page
 - a. Quilt Shows
 - b. Sleep in your Bed Retreats
 - c. Bus Trips
 - 4. Monthly:
 - a. Take pictures of all Show and Tell projects and place them on Facebook. Schedule an individual to take pictures for you if not available for a meeting.
 - b. Speak with President/President Elect to help assist you with names to contact if needed
 - c. Take picture of speaker and several of her quilts. Place on Facebook with her name. Get permission from the speaker to take pictures and verify she/he understands the pictures will go on Facebook. Speaker names can be utilized when posting.
 - d. When possible, posted photos should contain projects only – no names and no faces. If someone

requests that you not place their quilts on Facebook, do not post those pictures. Verbal permission should be obtained from any identifiable person that may have been captured in the meeting photos.

5. Monitor and remove any inappropriate content/comments from the QS Facebook page on a regular on-going basis
6. Do not click any buttons to have QS pay for boosting of items you post.
7. Add all events in the "Event Section Tab" of Facebook

E. Other:

1. Contact President Elect with Facebook Editor concerns or problems
2. Process for giving access to QS Facebook
 - a. Settings
 - b. Page Setup
 - c. Page Access
 - d. Manage and view access (you can add here or click on the ... and can remove access.)
 - e. Access information should not be placed on QS Website
3. Maintain a record of all duties completed during your term
 - a. Prepare a Quilters' Sew-ciety Year End Report regarding the duties completed
 - i. Original report is given to the President under which you served.
 - ii. A copy of this report is kept with the Facebook Editor/Administrator's records.