

Quilters Sew-ciety – Facebook Editor/Administrator

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving any number of consecutive terms

Committee composition: One member

Overview of Responsibilities:

- Manage and monitor the Rochester Quilters' Sew-ciety's Facebook Page and Account

Responsibility Details:

Custodian of all QS Funds

- Take or accept photos from Quilters' Sew-ciety members from QS sponsored events
- Monthly take pictures of all Show and Tell projects and place on Facebook.
Schedule an individual to take pictures for you if not available for a meeting. Speak with President/President Elect to help assist you with names to contact if needed.
- Monthly take picture of speaker and several of her quilts. Place on Facebook with her name.
- Posted photos should contain projects only
- Monitor and remove any inappropriate content/comments from the QS Facebook page on a regular on-going basis
- Add all events in the "Event Section Tab" of Facebook

Other

- Contact President Elect with Facebook Editor concerns or problems
 - Prepare a Quilter's sew-ciety Year-End Report regarding the duties completed
 - This original report is given to the President under which you served, with a copy of this report kept with the Facebook Editor records