



### **Social Media Chairperson -- Job Description**

- I. Maintain a Social Media presence which promotes the Guild and its activities to the public.
- II. Verify that member permissions are in place for any photos used.
- III. Receive updates of the Guild activities from the Officers and the Chairpersons.
- IV. Maintain a Guild Zoom account.
  - A. Create Zoom meeting notices as requested.
  - B. Send the Zoom meeting credentials to Officers, Chairs, or Guild Members, as needed.
- V. Develop press releases, when appropriate, for guild events.
- VI. Put guild information in newspapers and community calendars.
- VII. Give updates for the guild website to the Webmaster, as needed.
- VIII. Orient a successor.