**SOCIAL MEDIA**

**Job Description**

***Reports to VP, Marketing***

The Social Media Chairman and her committee work with and are a part of the Marketing, Public Relations, Website and Photography Committees. The chairman manages the social media sites of Facebook, Instagram and Twitter and contributes to the blog on the “News” page of the Website. The chairman must have strong knowledge of how social media sites can connect with other organizations which in turn promotes Assistance League. An awareness of how to find and download current and timely photos is needed. The main focus and goal of the Social Media Chairman is to maintain our organization’s social media presence so we can promote the good we do and are perceived as a viable and valuable asset to the Indianapolis community.

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports
* Working knowledge of social media

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP, Marketing (hereinafter VP) will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each Board meeting. This will be sent to VP, who will then report to the Board.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.

**Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.
* Pass along procedure binder to successor.

**Other Specific Duties:**

* It is important to stay informed of the chapter calendar to know what activities are coming up that might be good to post on social media.
* Be involved with other Marketing, Public Relations and Resource Development campaigns and post updates on social media.

**Timeline (By Month):**

**Helpful Suggestions for Future:**

Signature / Date