**GRAND HAVEN WOMAN’S CLUB**

**POSITION:** Social Media Chair

**DATE:** Augusts, 2020

**QUALIFICATIONS:**

* Qualifications specific to the position such as: IT experience, website development, knowledge of social networking, photography and communication skills
* Background/Past Experience needed such as: Computer skills, Networking skills

**RESPONSIBILITIES:**

* Maintain the Facebook page for the GHWC
* Maintain the website for the GHWC
* Take photographs at monthly meetings and events
* Upload photographs to Facebook and website with appropriate text
* Monitor the website throughout the year to ensure that the information on the website is current
* Coordinate with President and Executive Board, CSP’s and special committees that information is correct on website
* Work with the newsletter coordinator to ensure that each newsletter as it is published is posted to the website
* Address any problems that arise with the website or Facebook page
* Collect and report volunteer hours

**DETAILS:**

* Ensures photographer(s) is at scheduled events
* Writes media for Facebook page
* Maintains the website and keeps up to date information on the site

**TERMS AND VOTING PRIVLEGES:**

* This position is appointed by the President
* This position does not have term limits
* This position does not have voting rights