

Social Media Committee Job Description (Difficulty Rating: Easy; Time: 3 hr/mo)

This person must have computer skills including the use of Word, email, Facebook, WhatsApp, other Social Media sites. Publisher or other comparable software to generate flyers is helpful.

- Maintain and watch both Facebook pages: Denver Samoyed Assoc. & Friends (private group) and Denver Samoyed Association (public) *(ongoing)*
- Answer questions on public/private page if possible or tag the club member that can answer. *(ongoing)*
- Majority of posting is done on the private page, DSA & Friends.
- Posting for the public page, DSA is for events that the public is invited to, such as meetings, or special events created for the public. *(as needed)*
- Create flyers, announcements on club activities, important notices. *(as needed)*
- Keep the clubs 2 Facebook pages current and fresh. Be sure to check what information is “pinned” and what needs to be “unpinned” from the announcements on a weekly basis. *(weekly)*
- Update the Cover Photo to reflect the month, club activity. *(monthly, or more as needed)*
- Peruse other Facebook and social media pages for information, activities that the members might find interesting and post to the DSA and Friends. *(ongoing)*
- Work with the Corresponding Secretary, or committee chairs when creating flyers, or making announcements. Good to encourage others to create and post. *(ongoing)*
- Approve new members provided they fit the criteria for each page. *(ongoing)*