

# **Booneslick Trail Quilters' Guild**

## **Job Description: Social Media**

### **Social Media Websites:**

Social Media Chair includes making Facebook posts. We have two Facebook pages. One is the "official" page for the guild, and only the administrator can post on that site. The other is the "Friends of" page, and anyone can post on it. I post about our upcoming meetings and other official information. I also attend the chapter meetings and take photos of the speakers and some of their presentations/trunk shows. I also attend workshops & classes, etc, and take photos. I post all of these on the two FB pages. If I cannot attend, I ask someone to take photos for me. On the "Friends of" page, I also post different things of interest, which I do not necessarily put on the official page.

### **E-blasts:**

BTQG Policy states that "Email blasts shall be quilt guild related only." The person assuming this responsibility will have to use their digression about what information to share with the guild. My philosophy has been that if it is of interest to the membership, it is OK to send. Everyone doesn't always agree. If you need a second opinion before sending an e-Blast, ask a few Board members.

As of 2023-2-24, the Newsletter Editor sends the newsletter to members and is the primary contact for sending e-blasts to members. The Social Media Chairperson serves as a backup for this task.

Anyone that has an email address and indicates on their membership form that they want to receive e-blasts is included in the distribution list. This email list is used to provide additional information and reminders about upcoming programs and workshops. These do not have to be just from our guild. It is also used to share information about members when they are ill. Sadly, this extends to the death of a member.

Updated 06/14/2024