

Booneslick Trail Quilters' Guild

Job Description: Committee Chair – Social Media

Facebook (FB) Administrator

The Social Media Chair serves as administrator of our two Facebook pages: “Booneslick Trail Quilters’ Guild,” and “Friends of Booneslick Trail Quilters’ Guild.” Only administrators can make posts on the first, Booneslick Trail Quilters’ Guild, which is our “official” FB page. Anyone can make posts on the second, Friends of Booneslick Trail Quilters’ Guild; however, sometimes FB asks for approval of a post, so it must be reviewed before approving.

BTQG Board Meetings

As a voting member of the BTQG Board of Directors, the Chair attends the monthly board meetings.

Facebook Announcements/Posts

- Chair makes announcements about upcoming chapter meetings, workshops, and other events on both FB pages.
- Chair attends chapter meetings and takes photos of the speaker/presentation and posts on both FB pages.
- Chair attends workshops/classes, retreat, and any other events, and takes photos to post on both FB pages.

E-Blasts

The Social Media Chair is back-up to the Newsletter person for sending e-blasts to BTQG members for special information/announcements. It is important to coordinate with the Newsletter Editor to ensure that you keep an up-to-date e-mail directory for the purpose of sending out the e-blasts, if needed.