

Job Description for Facebook Administrator

One year term

Board Duties

Keep Board informed on status of Facebook page.

Duties

1. Appoint other members as administrators who can post to the Facebook page. One administrator will also be the PHG administrator for Gathering of the Guilds.
2. Keep Facebook page current and up to date.
3. Post information about PHG events that are open to the public. See Policies and Procedures for other items to post on the page.
4. Delete any offensive posts or any that do not meet the purpose of the page.
5. Respond to inquiries posted on the page.

Written Fall 2015 LW