

## Facebook Job Description

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### **PURPOSE OF THE POSITION**

The Facebook position is responsible for keeping the KQG Facebook page up-to-date and accurate. They also promote the page to guild members and potential guild members.

### **Primary Responsibilities**

- Update the Facebook page with photographs received from the photography position of guild meetings and special events.
- Update the events calendar with meeting dates and info.
- Hold a monthly contest for members to help promote the KQG page.
- Write an annual report of activities, one copy for the Secretary for the incoming member(s) and one to the President for the Archives.
- Add the new Executive member as a co-administrator for the website.
- One member to attend monthly Executive meeting; all are welcome.

### **Financial Responsibilities**

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.
- There is no budget for this position.

### **Knowledge, Skills and Abilities Required**

- Knowledge of Microsoft Word and keyboarding.
- Familiarity with Facebook.