

**Social Media Committee Chair**

# Description

The social media committee is responsible for maintaining and posting to the CCML Facebook group (https://www.facebook.com/groups/ccmldenver). This committee should consist of at least one chair and one member. Both the chair and the member have the same responsibilities, with the added responsibility that the chair is the liaison between the committee and the board. Members must have a Facebook account and be set to administrator status within the group.

# Duties

1. The members are responsible for the following:
   1. Posting regularly to the group's site with information about job openings, upcoming events, pictures they have taken from CCML meetings, and other librarianship-related topics.
   2. Encouraging CCML members to post and comment to foster an environment of discussion and collaboration.
   3. Monitoring the group and minimizing spam accounts and posts.
   4. Reporting on the status of the group, such as calls for more engagement, statistical performance, and other "news" at the membership meetings as needed.
   5. Members may initiate the creation of other social media accounts, including policies, such as Instagram or Twitter. Members must discuss this with the board members and gain their approval before any creation. I would also suggest discussing this with the CCML members at one of the membership meetings to get feedback on their reception to a new social media platform being added.

# Last reviewed or revised

Name:

Date: