

Western Reserve Society SAR
Officer, Trustee & Leadership Handbook

Facebook Committee's
Responsibilities and Guidelines

ADMINISTRATIVE

Maintains a Committee that encourages active participation and input by all its members

Provides an up-to-date list of Committee responsibilities to each Committee member

Prepares a proposed annual budget for Committee expenditures

Prepares Annual Report of activities by December 31 of each year

Maintains written procedures, which will facilitate the assumption of responsibilities by a successor

FUNCTIONAL

Maintains the WRSSAR Facebook site and communicate regularly with the IT committee / Webmaster and the Editor of the Circular.

Reviews periodically the content our site to verify the correctness of the information shown and no INAPPROPRIATE comments or posts

Works with the Board, Public Relations and Communications Supervisory Committee to solicit ideas to enhance the publicity value of the Facebook site

Encourages WRSSAR members to use the FB site

Assists WRSSAR Members and Committees in the use of computers for WRSSAR business

Facebook information:

Facebook account: Western Reserve Society Sons of the American Revolution

Username: facebook/wrssar

Email: wrssar.fb@gmail.com

Password: ohpatriot1776

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January 2009