



## **Social Media and Publicity Chair Description**

The **Social Media and Publicity Chair** keeps members updated regarding upcoming events and pertinent news by publishing current social information, photos, text and emails.

### **Social Media and Publicity Chair Requirements**

1. Appointed by the Association President from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2-year term.

### **Social Media and Publicity Chair Responsibilities**

1. Maintain the NCEMGVA Facebook Page
2. Post updated information, photos, and text for:
  - Upcoming Events
  - Awards and Grants recipients
  - Changes and updates to the State Association such as website changes, new Board of Director members, etc..
  - Items at the request of the President.
  - Any additional pertinent information.
3. Communicate via email bi-monthly with members to notify them of updates and to encourage them to visit and contribute to the Facebook page.
4. At the request of the President, notify members via email regarding specific important information.
5. Use other social media methods, as needed, to publicize Association events and information.
6. Publicize State Association Conferences.

Proposed: January 2017