
Palm Harbor Newcomers Club

FACEBOOK CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Manage the Club's public Facebook page and members-only Facebook group site.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days before the meeting.
- Serve as administrator and monitor both the PHNC Facebook public page and members-only group site daily to assure all content posted is appropriate and up-to-date.
- As necessary, create posts in both Facebook locations to keep the public and Club members informed of PHNC activities, events and other items of interest, including photos when possible and desired.
- As desired, take or procure photos for posting.
- Restrict access to posting for any member who fails to abide by the stated parameters for posts,
- Respond promptly to all requests for inclusion as a member on the members-only Facebook group site.
- Promptly remove any members who fail to renew from the list of members on the members-only Facebook group site.
- Encourage all PHNC members, in particular new members, to become members of the members-only Facebook group site.
- As necessary, submit budget requests for the position..
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.