

FACEBOOK ADMINISTRATOR Guidelines

MEMBERS

Administrator

PURPOSE

To promote Kent Garden Club and those activities and events that are open to the public.

SPECIFICS

The Facebook Administrator will coordinate with the 2nd Vice President and/or the Executive Board to assess which KGC activities and events may be appropriately disbursed in a public media outlet as educational and/or as a fundraiser. These activities will be in accordance with KGC Constitutional goals. The Administrator may work with, or as, the Photographer.

PROCESS

- The Administrator should consider that Facebook posts may be reflective of all members of Kent Garden Club and may be accessible to the public as a permanent record.
- Grammar and spelling are important.
- The Administrator may post appropriate items as they relate to the interests and activities of Kent Garden Club, Michigan Garden Clubs and National Garden Clubs.
- Discretion should be taken to re-post or share from unfamiliar sources.
- Information shared should be vetted before posting.
- Written permission must be obtained to post photographs of KGC members or any person in any interaction with KGC activities or events.
- The process to change Administrators is as follows:

CLUB BENEFIT

Facebook is a public media resource to promote the community education and fundraising activities of Kent Garden Club.

MEMBERSHIP BENEFIT

Media resources may promote membership efforts in the work of a non-profit, educational organization.

COMMUNITY BENEFIT

Informs of the work of Kent Garden Club to offer support for community education in floral design and horticulture and for civic beautification.