



# **SOCIAL MEDIA COORDINATOR**

## **ABA Job Description**

### **BASIC FUNCTION**

Monitors and administers the ABA Facebook page and other social media formats.

### **SOCIAL MEDIA COORDINATOR QUALIFICATIONS**

1. Have the ability and basic skills to access the internet and be familiar with Twitter and Facebook.
2. Have time and interest to respond to messages concerning bells.
3. Have knowledge of how to post items on Facebook and Twitter.

### **CURRENT PROCEDURES**

1. The website manager will give access to manage the ABA Facebook page.
2. Posts items of interest to bell collectors on Facebook and Twitter
3. Responds to Facebook Messages on behalf of ABA

### **All ABA Position Instructions**

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.



Social Media Coordinator

(Reviewed March 2023)

### **Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.