

Social Media Manager	Committee Chairperson	Elected to the Board
Authority:	Subject to the by-law or directions given in it, by a majority vote at a properly called meeting, and act under the direction of the Officers of the Board.	

Job Summary

The Social Media Manager is responsible for the posting of relevant articles pertaining to the ICCE on the ICCE webpage (iccedm.org) and the ICCE Facebook page.

Primary Responsibilities

- Maintain accurate and up-to-date information on the organization's website and FB page.
- Post a calendar of events to publicize meetings and upcoming events.
- Attends all Board meetings.
- Participates in Board discussions with respect to all club activities.
- Regularly reviews both the webpage and Facebook page to ensure they are updated and relevant.
- Advertises in the newspapers, on radio, etc as directed by the Board.
- Solicits articles or notices from members for posting on the website or FB page.
- Searches for and writes relevant articles or notices and initiates their posting.
- Responds to questions or comments on both the webpage and Facebook page.
- Maintains contact with INL of NA Web/Com, Holly Ralph.
- Orients the New Social Media Manager.
- Passes the passwords and access information, will all logos and photos belonging to the organization to the New Social Media Manager.
- Performs other functions and duties are may be delegated by the Board.

Key Competencies

- Excellent knowledge of social media.
- Team player with good communication skills.
- Strong commitment to the mission of the Icelandic Canadian Club of Edmonton.

Experience

Previous experience as a board member for a non-profit organization is an asset.

Term

All officers of the Board will be elected by a majority vote at the annual general meeting, and will remain in office for one year.

Evaluation

Criteria for evaluation of Board Members is to be determined.

Benefits

- Strengthening your management and leadership skills.
- Enriching your life through building relationships within the Icelandic community both locally and abroad.
- Experiencing and sharing Icelandic culture first hand.
- Increased opportunities for travelling and networking.

Time and Financial Requirements

- 10 hours per month, 12 months per year.
- Cost of transportation to and from meetings is not reimbursed.
- If attending the INL of NA convention, food & beverage costs are a personal expense, all other expenses must be approved by the AGLC.

Approved by:	Donna Crozier
Date Approved:	August 17, 2017