



SOCIAL MEDIA ADMINISTRATOR JOB DESCRIPTION

- I. The primary duty of the Social Media Administrator is to manage BAGS social media accounts such as Facebook, Twitter, Nextdoor, etc.

Facebook Group, focusing on the following:

- a. This is for BAGS members only. Persons are screened against the membership roster or by checking with the Registrar for current membership.
- b. Persons asking to be added to the group are screened:
 1. Potential members are asked if they are members of BAGS.
 2. The Facebook admin verifies membership by checking the current membership roster or checking with the Registrar's current records. If listed as having a current membership, then the admin admits them to the group.
- c. Post all BAGS public news.
- d. Update the group membership each year per the Registrar's annual renewal lists (in January).
- e. Delete any inappropriate content (e.g., slanderous, or political material).
- f. Post genealogy-related articles to help educate the members.
- g. Post information about non-BAGS events, locally and virtually, to help educate members.
- h. Update and delete outdated information (virtual and in-person events that have passed), as well as based on the Registrar's annual renewal lists. This will help the Facebook Group stay relevant.

Facebook Page, focusing on the following:

- a. Advertise public BAGS events.
- b. Delete any inappropriate content (e.g., members-only information, slanderous or political material).

- II. E-mail communication exclusively through BAGS e-mail address

socialmedia@txbayareagen.org.

- III. Attend a majority of the board meetings.