Zonta Club of St Cloud
Social Media Policy
Date Originated: March 2017

Approved by Board:

Forwarded to Membership:

PURPOSE: Social Media, consisting of Facebook and a web site, will be administered/monitored by a technology committee. This document outlines the policies that will be followed.

POLICY:

1. There will be a technology committee composed of at least 4 Zontians who will provide oversight/action on our social media sites.
2. There will be at least 2 Zontians who have administrator access to the Facebook page at all times. One will be the primary person for posting to Facebook and the other will be the alternate.
3. Facebook will be updated on a frequent basis, especially during and/or immediately following events in which Zonta participates. Decisions on “friending” people/other Facebook pages will be made by the two administrators with guidance from the Technology committee.
4. There will be one overall paid administrator for the website.
5. The technology committee will serve as a “gate keeper” for information to be added to the website. All submissions from club members will be forwarded to the technology committee who will hold/consolidate all items for submission to the web administrator. At least three members of the technology committee will be authorized to actually submit items to the web administrator.
6. The website will be updated one time per month –a consistent time will be determined by the technology committee based upon activity during the first two years.
7. The web site will be updated to reflect***,*** at a minimum***,*** Zonta International initiatives, advocacy activities, various committee/fundraising activities, a calendar, and the ZoNews~~.~~
8. This policy adheres to Zonta International’s policy. The gatekeepers shall adhere to the Zonta International Communications Policies and Guidelines for the content of the website and the Facebook page.
9. This policy shall be posted on the website and a link to the Zonta International Policy will be included.