

**Maxwell-Gunter Officers' Spouses' Club**  
**Social Media Chair**

**Job Description**

Reports to 1<sup>st</sup> Vice President

- Read and comply with MGOSC Expectations for All Board Members
- Gather information to be posted on the MGOSC Website and Facebook page from all MGOSC Board Members. Verify information, as needed.
  - Scrubbed newsletter (as soon as received from Briefing editor). Physical addresses, personal e-mail, phone numbers omitted
  - Special Activities events (3 – 5 days prior to event)
  - Pictures from Monthly Social (within 5 days of event)
  - Other MGOSC-hosted events (as requested by host and again 3 – 5 days prior to event)
- Address security concerns with 1<sup>st</sup> Vice President
- Scrutinize acceptance of members to Facebook page (current membership and potential members only)
- Ensure that all update on website is current. Data about previous year should be edited June-August in preparation for upcoming year.