

MPS SOCIAL MEDIA DUTIES

Account Administration

- ❖ Maintain Wordfence account
- ❖ Maintain Canvas Host account
- ❖ Maintain JotForm account
- ❖ Maintain Facebook account (MPSQuilts)
- ❖ Maintain Gmail account (metropatch1)
- ❖ Maintain Instagram account(?)

Website Technical

- ❖ Maintain and update WordPress and any Plugins as needed
- ❖ Maintain Plugins—delete any that are not updated regularly
- ❖ Back up website monthly and store on computer
- ❖ Manage “Metropatch.com” emails
- ❖ Register new users and add to blog subscribers
- ❖ Delete users when they leave MPS
- ❖ Build new pages as the need arises

Regular Page Updates

- ❖ Check and update Coming Events page monthly as needed
- ❖ Update monthly meetings by first week of month + widget
- ❖ Update Retreats page with registration link and information page
- ❖ Annually update Programs page in September
- ❖ Annually update Sew Days page in September
- ❖ Annually update MPS Officers page in September
- ❖ Annually update Workshops page when info becomes available
- ❖ Annually update MPS Google Calendar (or as needed)
- ❖ Maintain Member Only page (upload updated Directory)
- ❖ Maintain Galleries

Forms

- ❖ Annually create new membership form w/help from Membership
- ❖ Create new form for each workshop
- ❖ Semi-annually create entry forms for Quilt Show
- ❖ Create new forms as needed

Writing

- ❖ Post Blogs regularly
- ❖ Gather Clip Art and Photos for web pages
- ❖ Use Photoshop to prepare art and photos for the web
- ❖ Photography (?)

Information Distribution

- ❖ Send members reminder email prior to each Guild meeting (or more as needed)
- ❖ Maintain Contacts on Gmail account
- ❖ SM Chair attend MPS Board meetings to exercise vote.