

Social Media/ Website Committee

1-year position, 2-5 hour commitment per month

- Maintain content on website & social media platforms
- Create a social media 'calendar' outlining posts
- Make posts/content using Canva
- Coordinate with membership for featured/spotlighted members on social media
- Encourage members to contribute to VATA blog
- Respond to received inquires on IG & website
- Document each event for the website & social media
- Responsible for editing content
- Maintain coordination with other committees as needed

Formal Description (per ByLaws)

1. The Social Media Committee shall consist of at least three (3) members of the Chapter to include one Executive Board Member as well as a minimum of two other members of the Chapter.
2. Updates and maintains the VATA website and social media accounts.
3. Collaborate with the Executive board and all Committees.
4. Responsible for promotion of VATA news and events through social Media and VATA Website.
5. Maintain content on website and social media platforms
6. Create monthly report to share at board meeting, presents with social media "calendar" outlining posts (this can be general) Submits any social media/ website content for board approval.
7. Coordinate with membership for featured members on social media, recruitment posts.
8. Encourage members to contribute to VATA blog on the website, Announces blog posts on social media.
9. Responsible for editing of content: Allow for at least 2 different people to go over content.