**Director of Social Media**

Perform all duties of V.P. of Social Media as outlined in the by-laws. Responsible for the publication, distribution, and credibility of information to the membership in an accurate and timely manner, updating and maintaining the chapter website, and presenting a monthly update of activities for monthly Board meetings via the Score Card.

# Roles & Responsibilities

* Post Power Member messages on social media ~ **CAREA**
* Promote chapter on social media – chapter events, member spotlights, links to website, member testimonials, awards, raffle winners, etc.
* Maintain communication with local ATD members through updates on Social Media
* Recruit and train future V.P. of Social Media
* Represent the chapter professionally and ethically in all business functions and organizational activities
* Attend and participate in monthly board and chapter meetings
* Participate in other chapter events, committee meetings, and regional conferences as available
* Review & consider additional forms of social media as applicable (twitter, Instagram, tik tok, Facebook, etc.)

# Weekly Tasks

* Invite new members to the ATD Greater Las Vegas LinkedIn Group
* Invite chapter members to blog or vlog and share on our LinkedIn group page
* Update social media sites regularly with information about upcoming events

# Monthly Tasks

* Attend and present an update at monthly Board Meeting via Score Card
* Post event photos to social media sites by the following Monday

# Annual Tasks

* Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**