



Big Red Quilters' Guild

Established September 2014

Facebook Job Description

BRQG's presence on Facebook is in the form of a group. It is limited to members of the guild. Therefore, it is a private, hidden group that's best use is to communicate with guild members who are on Facebook. It is not a means to promote the guild to the public. It is worth remembering that not all guild members are on Facebook.

Facebook Admin: Responsibilities include, but are not limited to:

As Needed:

- Manage membership – removing members or approving new ones as they join the guild. Periodically sending an email to new guild members inviting them to join the Facebook group.
- Add files for upcoming workshops along with a post promoting them, pin and unpin it to the top for visibility as needed.
- Add photos from meetings – although any member of the group can upload photos so it's not always necessary if someone else has posted photos.
- Add other Admins when the role moves to someone else and when you are new admin, remove old admins if they will no longer be active.
- Moderate the group: remove spammy posts, turn off commenting on posts, limit a member's activity, etc (not much to do now that we are members only).
- Adjust Facebook settings if needed (for instance when it went from public to private).

Revised 2025-09-08