

Social Media Coordinator

1. The Social Media Coordinator is appointed by the President with the approval of the Board for a one year term and is not a voting position.
2. The OKDHA President and Executive Board are the owners of all OKDHA social media platforms and have authority over the information disseminated on these sites.
3. Attends all OKDHA Executive Board meetings and is well prepared.
4. Facilitates communication of the Association via the OKDHA Social Media Platforms, including but not limited to: Twitter, Instagram and Facebook.
5. Performs duties and carries out responsibilities as delegated by the President.
6. Updates all social media platforms as needed with information and visuals.
7. Prepares written reports to the Executive Board to be submitted one week prior to the Board meeting.
8. Works with OKDHA Website Coordinator, Public Relations Chair and Corresponding Secretary to standardized messaging across all Constituent communication platforms.
9. Shares administration duties with Website Coordinator, Public Relations Chair and site moderators to ensure all posts follow OKDHA guidelines.
10. Regarding continuing education, OKDHA social media platforms will only advertise Continuing Education (CE) meetings conducted by OKDHA. It is a conflict of interest to advertise competitor's CE.
11. Regarding advertising, OKDHA social media platforms will only advertise for companies, speakers, or organizations sponsoring or donating to OKDHA.
12. Maintains proper financial records for reimbursement.
13. Encourages the Executive Board and/or OKDHA members to be acknowledged via the OKDHA website or social media platforms.
14. Receives a 20% discount on the OKDHA March Madness Scientific Session and Annual Session registration fees.

