



## **Gosforth Amateur Dramatic Society**

### **Social Media and Website Policy Statement**

1. In this context, Social Media means Facebook, Twitter, Instagram and Flickr (but excludes the GADS website).
2. The GADS Executive Committee will appoint a Social Media Officer and a Webmaster, who must be members of GADS. If the Social Media Officer or Webmaster is not already a member of the GADS Executive Committee, they will be co-opted onto the committee as a member(s) with voting rights. The Social Media Officer and Webmaster can be the same person.
3. The GADS Social Media Officer and Webmaster will attend meetings of the GADS Executive Committee to report on and be accountable for GADS' Social Media and Website content respectively.
4. The GADS Social Media Officer and Webmaster will liaise to ensure consistency of information and content.
5. The GADS Social Media Officer is responsible for administering and managing all GADS Social Media accounts and their posts. They would normally administer and control all posts personally, but can delegate this to a third party – for example when on holiday.
6. The GADS Webmaster is responsible for administering and managing the GADS Website. Website content is not sufficiently "instant" to require holiday cover.
7. Before posting on, or accepting posts for, Social Media or the Website, they must ensure that information is correct, appropriate language is used, there are no misleading or defamatory statements and that text does not bring GADS into disrepute.
8. Before posting photographs or video, they must ensure that all relevant permissions have been received, and that the material is compliant with the GADS Child Protection Policy and Procedures.