



Gosforth Amateur Dramatic Society

Social Media and Website Policy Statement

1. Purpose and Scope

This policy governs the use of GADS social media accounts (Facebook, Instagram) and the GADS website. It ensures that all content reflects the Society's values, complies with legal requirements, and protects members' rights.

2. Roles and Responsibilities

The GADS Executive Committee will appoint a Lead Social Media Administrator and a Lead Website administrator. The lead Administrators can authorise additional members to assist them in their roles and the Committee will keep a record of those authorised.

Both roles may be held by the same person. If not already on the Executive Committee, they will be co-opted with voting rights.

Both officers will attend Executive Committee meetings to report on and be accountable for their respective areas.

They must liaise regularly to ensure consistency of information across platforms.

- **Social Media administrator:**
Responsible for administering and managing all GADS social media accounts and posts.
- **Website administrator:**
Responsible for administering and managing the GADS website.

3. Content Standards

Before posting or approving content on social media or the website, officers must ensure:

- Information is accurate and up to date.
- Language is appropriate and professional.
- No misleading, defamatory, or offensive statements.
- Content does not bring GADS into disrepute.
- Posts comply with the GADS Data Protection Policy and Privacy notice.
- Copyright permissions are obtained for all images, videos, and text. Individuals may withdraw consent for future use at any time.

4. Security and Access

Login credentials for social media and website accounts must be stored securely and shared only with individuals authorised by the Executive Committee.

Any suspected unauthorised access must be reported immediately to the Executive Committee.

5. Monitoring and Moderation

Accounts should be monitored regularly for inappropriate or harmful comments.

Offensive or harmful content must be removed promptly and reported to the Executive Committee.