**Finger Lakes Region Sports Car Club of America Guideline**

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| **Guideline Title:** | Facebook User Roles |
| **Drafted:** | 1/9/2018 |
| **Drafted By:** | Michelle Richau, ARE |
| **Approved:** | 1/16/2018 |
| **Approved by:** | FLR Board of Directors |
| **Next Review Date\*:** | January 2020 |

*\*should be no longer than two years from approval date and limited to January and July of the calendar year.*

**Guideline Brief Description:**

Guideline for assigning user roles to board members and individual program leadership on the FLR Facebook page

**Guideline Details:**

The Region Executive (RE), Assistant Region Executive (ARE) and Secretary should be assigned “Admin” rights to the page. This role allows full visibility and responsibility of the page to these users. Subsequently, the board of directors (BOD), program chairs and program leadership will be assigned the role of “Editor” which allows them full permissions to the page with the exception of adding new users. Chairs of each program will determine who amongst their leadership groups should have access and can request the assigning of subsequent users to roles on the page.

**Additional Comments:**

BOD should be notified via email of any new users added.

Region events should only be created through the FLR page, not through personal pages. Programs will all share the main FLR page, they will not have individual pages.

Results from events should be emailed to the webmaster for posting on the website and any results posted on FB should link back to the website to promote traffic to the website.

Before posting to the page, scheduled events should be checked first to avoid posting at or near the same time as other programs.

**Attachments**

Facebook description of user roles