



ASSISTEENS® SOCIAL MEDIA POLICY

This policy governs the publication of and commentary on social media by members of the Assisteens Auxiliary. For the purposes of this policy, social media means any facility for online publication and commentary, including, without limitation, blogs, websites and social networking sites such as Facebook, LinkedIn, Twitter, Pinterest, Instagram and YouTube.

Assisteens Auxiliary members are free to publish or comment via social media in accordance with this policy. Assisteens Auxiliary members are subject to this policy to the extent they identify themselves as an Assisteens Auxiliary member.

Publication and commentary on social media carry similar obligations to any other kind of traditional written or spoken publication or commentary. All uses of social media must follow the same code of conduct that Assisteens Auxiliary members must otherwise follow.

- All Assisteens members must have the Release and Waiver of Liability form signed annually.
- Social media accounts for the Assisteens Auxiliary shall be set up only by the chapter designated administrator. Refer to Guidelines for Social Media Administrators for guidance on setting up accounts.
- All posts and comments shall be in compliance with the auxiliary's Code of Conduct and all other established policies.
- All Assisteens social media postings shall portray the auxiliary in a professional manner. Use common sense.
- Refrain from posting items that could reflect negatively on Assisteens or otherwise embarrass the auxiliary. Social media posts are widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.
- Refer negative comments or posts found on auxiliary social media sites to the chapter Social Media Administrator. Do not respond or engage in dialogue about such posts.
- Be transparent. When posting or commenting as a representative of Assisteens, disclose your name and the fact that you are a member/volunteer of Assisteens. Do not post a glowing review about Assisteens without disclosing your association with the auxiliary.
- Be accurate and correct any mistakes as soon as possible.
- Be considerate. Post meaningful, respectful comments.
- Do not publish Assisteens (or anyone else's) confidential information. Confidential information includes things such as unpublished details of current projects, members' personal information and items not yet approved by the membership.