SOS Committee Role: **Social Media Co-ordinator**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.*

Role Responsibilities

* Create posts and stories on social media platforms for SOS promotion
* Repost members posts and stories where suitable
* Use membership list for even coverage of members
* Organise social media adverts for SOS event and exhibitions
* Respond to queries on social media from members or public (liaising with membership secretary/secretary)

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.