



Barony of Atenveldt Social Media Office Standard operating procedure

The Social Media officer is both administrator and moderator of the baronial Facebook page and group. At this time the office is under the Webministers office. There are many responsibilities in this position as well as having an almost daily online presence.

Page: This is where events need to be made and public information on the barony is to be shared.

First: Create baronial events through the page. Publish and share these events in all the applicable Facebook (kingdom, baronial, shire, etc....) groups. These events include monthly business meetings and all baronial events. Designate proper hosts to maintain and update current information of events.

Second: Share information from Kingdom Social Media Office.

Group: This is where we share specific information, ask and answer questions, and post about the Barony and the SCA.

First: You must approve all applicants to the group. We want to keep it to people who are either in the SCA, or are interested in learning more about it. All SCA members are welcome and we also allow new members as well as interested parties. This includes denying all fake profiles as well as information stealing accounts. With time you will be able to spot fake profiles and ones looking to sell their wares or steal member information.

Second: You must keep all the group posts relevant to the barony or the SCA. We do not allow off topic postings, personal sales posts or non-informational posts. With the size of the group, pertinent information on events and informational posts will get buried with personal posts.

Third: You must uphold standards of conduct on all posts and comments from all members. Inappropriate behavior or vulgarity will not be tolerated. Members who break the rules will have their posts deleted and will be warned. Further violations will result in removal and being banned from the group.

Fourth: Only The Baron or Baroness may make exceptions to any of these rules. This is the Online Presence of Their Excellency's and the populace and shall be treated with the utmost respect and civility.

Open Officer Positions: All open officer positions shall be posted on the page and shared in the group as the positions open.

Reporting: Reports are to be done monthly and sent to the Baronial Seneschal, Baron and Baroness, and the kingdom Social Media Officer.

If you have any questions about events or baronial information, ask your Baron or Baroness. Any questions on legalities or procedures, please contact your Kingdom Social Media Officer.

Created by Galen of Kildromy

Premier social media officer for the Barony of Atenveldt