

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Chapter Marketing – Facebook Site

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1. Purpose And Scope

- a. To establish and maintain instructions for setting up and maintaining the APICS Southwest Michigan Chapter Facebook Site.

2. References

- a. Facebook is an interconnected network of social users from around the world. You can find, be introduced to, and network with friends and other Facebook users.
- b. Facebook is a social networking site mainly used for connecting with friends and family. It is also used to promote organizations and businesses.
- c. We will use the APICS Headquarters site as a benchmark for our chapter site.
- d. The Facebook Site, as with all social networking sites maintained by our chapter, will fall under the control of the VP Marketing, VP Communications and Webmaster.

3. Instructions

- a. The Administrator of this site will be responsible for the following:
 - i. Authorizing the request for free membership/connection to our site.
 - ii. Send Membership Invites to Chapter Members and Mailing List Contacts.
 - iii. Maintaining the Professionalism of the site by reviewing content and removing objectionable content as needed.
 - iv. Maintain discussion threads on our site and posting all current events, displayed on our chapter website, to the Facebook site.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0		All	All	New Document