

Duties and Responsibilities

Facebook Manager

The Wellington Garden Club Facebook manager takes care of the Wellington Garden Club Facebook account. She invites the members to visit and “like” our Facebook page at member’s meetings and in the club newsletter. Our Facebook address:

<https://www.facebook.com/Wellington-Garden-Club-150607948306971/>

The Facebook page is important for the member or the public to view for educational and informational purposes. Other garden club members and garden organizations can share in viewing our pages as well. Following the WGC Article of Association 16: Restricted Activities, there should be no political or propaganda articles or posts. The manager posts special events on the event page with information and photos about the upcoming event. Various articles and information about garden-related topics of interest to the member. Many of these posts are shared posts from FFGC and NGC posts. This is a good way for the member to be directly involved in communicating with other members and the Facebook manager when shared articles are commented on by our viewers. The official title by Facebook is Editor. The Administrator is Susan Hillson. Here is a copy and paste from the editor’s Facebook page link with the title, person’s name and role description. The editor can view a page summary of activity results.

Page Roles

Everyone who works on your Page can have a different role depending on what they need to work on. [Learn more](#)

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Existing Page Roles

Admin

Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.



Susan Hillson

Admin

Editor

Can send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.



Kathy Siena

Editor

KSiena 8/20/18