



17. GUIDELINES FOR THE ACI SOCIAL MEDIA LADY / MANAGER

At the beginning of each ACI work year (October)

- Upload the new details of the ACI Board members on all social media platforms such as the official Instagram and Facebook pages.
- Request the updated calendar from the ACI Secretary and thereafter use it as a guideline to track the events of all AC clubs worldwide. The Social Media Manager can also track the events of other AC Clubs through their own social media platform pages and highlight the same on the official ACI platforms.
- Update and formulate a new ACI Directory after receiving all the information from the ACI Secretary on the Canva app or whichever programme is being used.

During the year

- Update the ACI board information ,their attendances at various events and basically to track their appearance at the various AC events both locally, nationally and internationally.
- Update info about new or current International Service Project (ISP) on the social media pages with current updates of activations.
- Liase with the ACI Secretary to send you the ACI Newsletter articles and put them into the format for the newsletter so that it is uploaded on the ACIWebsite and AgoraClub.World platform after approval by the ACI Board.
- Highlight international events that concern all members of the ACI membership such as Earth day, Cancer Awareness, Movember etc... so there can be more awareness of all across the Board
- Update on all events from the Round Table Family (RTF) so that we can bring awareness to the AC membership be encouraging cross attendance at the events.
- After chartering a new country: update the details on the Directory
- Regular update of the photo gallery page (under password)
- Upload upcoming and past worldwide Agora events, and RT family events, Ladies Circle Int. Round Table Int. 41 int. club, Tangent Club Int. photos related to Agoraand overall relevant Agora info on the ACI Facebook page, on own initiative (for example found on national Agora fb pages) and on request by the ACI Board.