



## Policy Document

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Policy: Social Media Policy and Guidelines

Policy Number: 4.18

Policy type: Operational

Date Approved: September 25, 2020

Date Revised:

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### 1. Social Media Platforms and Accounts

- 1.1. Instagram: smart\_sk password:xxx
- 1.2. Facebook: SAMRT password: xxx
- 1.3. [CEC@samrt.org](mailto:CEC@samrt.org) password: xxx

### 2. Mission Statement:

- 2.1. The SAMRT will use social media such as Facebook, Instagram to communicate information with the public and its members. The social media platforms will be volunteer run by members of the CEC committee. Committee members will be responsible for posting, monitoring, and responding to the public. The SAMRT welcomes comments and opinions which relate to the profession. This is an alternative way for members to access information that is already posted on our Associations website, such as promoting or cancelling of events, etc.

### 3. Monitoring

- 3.1. The college will monitor commentary that may contain inappropriate language, or content. All members of the CEC will have authorization to monitor and edit the social media platforms. It is each member's responsibility to do so within 24hrs of the post, during business hours Monday-Friday. We the SAMRT reserve the right to delete any comments or posts that are determined unsuitable without cause or warning. This may include blocking or restricting a member's access.

### 4. Disclaimers

- 4.1. Public comments do not necessarily reflect the opinions of the SAMRT but solely reflect the opinions of the commentator. The user is solely responsible for the content posted from their account. We will not be responsible for correct punctuation or grammar. If the association decides to "friend", "follow" or "like" an account it, does not mean we endorse all the beliefs of that users account. We do not assume liability by any of the comments posed by users. Social media is not the appropriate forum to discuss complaints or professional matters regarding the SAMRT. Please contact the SAMRT directly for any of these matters.

### 5. Succession

- 5.1. The executive director will safeguard the social media passwords and associated email accounts. The ED will login any new CEC members or a new password will be set to allow access. When a CEC member(s) term is over, access to social media accounts will be requested to be removed.