

Old Torry Community Centre Association SCIO

Social Media Policy and Guidance

The Old Torry Community Centre is situated in a residential area in Old Torry and is independently managed by volunteers of the Old Torry Community Centre Association (OTCCA).

Context

Social Media, and Facebook in particular plays an important role in sharing information from the Centre on its programmes and activities through both centre groups and external groups that use space at the Centre.

Key Issues

This policy note brings together the governance and organisational relationship between the OTCCA, members and centre users and the use of its Facebook sites, and to establish that key people are identified to give effect to this policy

There is a need to have a hierarchy of relationships between the role and responsibilities of the Association's Board of Trustees and management and oversight of the Association's Facebook sites. Formal contact with the Association is via the Secretary of the Board of Trustees. This policy proposes that

1. The Secretary becomes the formal admin for all OTCCA Facebook sites and that other members of the Board of Trustees, members and centre users are formally appointed to become site admin or editors through consultation with the Chair and Secretary of the Board of Trustees or by a report to a meeting of the Board of Trustees. The need to appoint site moderators will be kept under review for the operation of this policy
2. The following to be included in the site description and within a pinned post on each FB page setting out the rules and conduct for posting and participation on all of the sites that come under the purview of the Board of Trustees
 - a. We are a third-party social media interface to provide information to Torry and our many friends and followers around the world
 - b. Please take time to read the guidelines below for being part of this page as they will be enforced. There will be no warnings before a ban, and it takes only one comment out of line and a ban will be enforced.
 - c. People will receive an instant ban for racism, personal abuse, name calling, religious hate, naming and shaming, constant stupid posts unsupportive or out of context posts and anything else we consider unacceptable. It's time to weed out the ones who spoil it for the rest. Light hearted banter humour is fine. Spamming businesses or services on posts without our permission will also result in a ban.
 - d. There are a number of admins on this site, all with different views so go easy on us but with a common passion in supporting the community. We are only human, have jobs, families and lives to live, and do make the occasional slip!
 - e. Liking a post sometimes you may simply mean you an acknowledgement to the fact it's been posted, nothing more.
 - f. We are not here to sell your iPhone, washing machine, exotic parrots or even houses!!!

Old Torry Community Centre Association SCIO

Social Media Policy and Guidance

- g. Trying to contact lost friends/relatives via the Centre will be tolerated, however, some people may not want to be found, and we will not reveal any details – no exceptions!
- h. Fun stuff will occasionally be posted. We have a great world-wide community on our Facebook pages and a little laugh now and then doesn't do any harm. If there's something about the page you don't like, then just unlike it. Keep's life simple!
- i. Don't message us asking, " why didn't you post my message"? May just have been overlooked or something we can't post.
- j. By sending us pictures etc., you agree that you are the owner of the picture and that you give permission for it to be used
- k. If you have a grievance with any post on our Facebook pages, then these should be formally notified to the site admins. via the alert button Please pm the Facebook page and outline any grievance. This will be reviewed internally.

This policy will be formally reviewed once a year following adoption by the Board of Trustees or by the Secretary including a written request for a special review to be placed on the agenda of the monthly meeting of the OTCCA Board of Trustees meeting.