

Web Site Editor

The role of the Web Site Editor is to manage PSFF.org. The editor will work with various chairmen to keep the site with current information pertaining to meetings, outings, education, newsletters, and leadership contact information. Where the skills and talents of the individual Chair's allow, they will be encouraged to maintain the sections of the website relevant to their areas of responsibility to help promote timeliness and accuracy of information available to club members and the general public.

Facebook Editor

The role of the Facebook Editor is to maintain the PSFF Facebook site and to post current information regarding meetings and contact information. Also promoting the club through the use of photos and text to highlight club activities and the benefits of being a club member. The Facebook editor is also responsible for responding to messages sent to the PSFF Facebook page.

eMail Manager

The eMail Manager should be an expert with the e-mail platform chosen by the club and help the club expedite consistent branded emails to club members for meeting reminders and information, surveys, last minute communications and various other club directed emails as needed. Where possible, individual chairs should have training and access to the system to promote timely and accurate information being sent out regarding their area of responsibility. The chairs will work closely with the e-mail manager to ensure consistency in the Club's e-mail efforts.