

Warrington Literary and Philosophical Society

Social Media Policy

Purpose

This policy applies to anyone who manages or posts on behalf of Warrington Literary and Philosophical Society (Warrington Lit & Phil). It is intended to ensure that our Facebook page and any other official online communications are accurate, respectful and reflect the Society's aims.

Official Social Media

The Society currently uses Facebook as its only social media platform. No additional social media accounts may be created in the Society's name without the approval of the Council. Only authorised administrators may post or respond on behalf of the Society.

Standards of Conduct

When using the Society's social media:

- Be polite, respectful and considerate at all times.
- Share accurate information and correct any mistakes promptly.
- Do not post anything that is offensive, defamatory, discriminatory, misleading or unlawful.
- Respect copyright and obtain permission before using someone else's photographs, images or written material.
- Do not publish confidential or personal information without consent.
- Obtain permission before posting photographs that clearly identify individuals, especially children.
- Avoid political campaigning or endorsing political parties or candidates.
- Refer complaints or potentially contentious issues to the President before responding.

Personal Social Media

Members are welcome to share or promote Society events through their own social media accounts. When expressing personal opinions, they should make it clear they are speaking for themselves and not on behalf of the Society.

Members should avoid posting anything that could damage the reputation of the Society or its members.

Security

Access to the Society's Facebook account must be limited to authorised administrators. Passwords should be kept secure and changed whenever necessary. Access should be transferred if an administrator steps down.

Questions

If you are unsure whether something is appropriate to post, seek advice from the President before publishing it.

Review

This policy will be reviewed periodically by the Society's Council and updated if required.