

# Social Media Posting Schedule and Guidelines

Winnetka Neighborhood Council  
 Outreach and Social Media Committee



Social Media Outlet	Who Can Post	How Often to Post	Miscellaneous
Website	Webmaster	At least 3 from this committee	Each committee member will submit to webmaster one article to post
FaceBook	Webmaster Jill Kline David Uebersax		Post before and after a meeting, post important information, etc. Jill and David monitor comments
Instagram	Webmaster Jill Kline		Posting can not have a link, pictures are great. Each should be 1-2 sentences
Twitter			
NextDoor	Jill Kline	4-6 x month	Post Monthly Meeting Calendar, post about upcoming events

