



Marist College Ashgrove, Old Boys Association Social Media Post Contribution Policy

1. Introduction

This policy outlines the guidelines for submitting social media posts for Marist College Ashgrove Old Boys Association. The purpose of this policy is to ensure that all content shared on the organisation's social media platforms aligns with its mission, values, and messaging consistency.

2. Submission Process

2.1. Content Eligibility: Any individual interested in contributing a social media post to the organisation's platforms must adhere to the organisation's mission, values, and code of conduct. The content should be relevant to the organisation's activities, events, and objectives.

2.2. Submission Medium: All social media post submissions should be sent via email to socials@ashgroveoldboys.com.au provided by the College. Submissions made through other means may not be considered.

2.3. Submission Requirements: The email submission should include the following:

- Clear subject line: "Social Media Post Submission"
- The proposed content, including text, images, videos, or any relevant attachments.
- Relevant hashtags and mentions (if applicable).

2.4. Submission Timeline: Submissions should be sent well in advance of the desired posting date to allow for proper review and scheduling. The OBA reserves the right to adjust the posting schedule based on its content calendar.

3. Review Process

3.1. Executive Committee Review: The executive committee of the OBA will review all submitted content to ensure it meets the standards, values, and messaging consistency. The committee may also assess the content's alignment with current campaigns, events, or priorities.

3.2. Approval or Feedback: The executive committee will respond to the submitter within a reasonable timeframe, either approving the content for posting or providing feedback for necessary revisions. If revisions are required, the submitter will be given the opportunity to amend the content.

4. Content Guidelines

4.1. Accuracy and Integrity: Content should be accurate, truthful, and respectful. It should not include misleading information, offensive language, or any form of discrimination.

4.2. Respect for Privacy: Content should respect individuals' privacy and not include personal information without consent.

4.3. Originality and Copyright: Content should be original or properly credited if using third-party materials. Copyrighted content should not be used without permission.

5. Discretionary Authority

The executive committee reserves the right to exercise discretion in selecting and scheduling submitted content. Content that does not align with the OBA values, mission, or content guidelines may be rejected without further explanation.

6. Implementation and Communication

This policy will be communicated to OBA Committee Members, contributors, and relevant stakeholders through the organisation's official communication channels.

7. Revision of Policy

The organisation reserves the right to revise this policy as needed. Any updates will be communicated to all relevant parties.

By adhering to this policy, the Marist College Old Boys Association aims to maintain a consistent, positive, and impactful online presence that reflects its values and engages its audience effectively.