

California Academy of Nutrition and Dietetics

Coastal Tri Counties District

Newsletter/Facebook Coordinator Duties/Annual Timeline

June 1<sup>st</sup> of each year to May 31<sup>st</sup> of following year

May/June

- Participate in choosing 3 dates that work for you for a summer board meeting- usually Saturday since the meeting takes a full day
- Talk with person who had position prior to get Facebook Editor writes for CTC page
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition

July/August

- Attend and participate in summer board meeting
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition
- At end of August begin working on fall newsletter
  - See past newsletters for ideas and topics covered

September/October

- Finalize Fall Newsletter
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition
- Attend Fall networking event in your county

November/December

- Post 3-4 times/week in Facebook page from reputable sources related to nutrition
- Participate in winter board phone meeting
- Begin working on Winter Newsletter

January/February

- Attend Winter Workshop
- Finalize Winter Newsletter
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition

March

- Participate in National Nutrition Month activities
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition

April/May

- Attend Spring Fling Event
- Send out spring newsletter
- Post 3-4 times/week in Facebook page from reputable sources related to nutrition
- Hand off position to next Newsletter/Facebook Editor