

## ALCA Facebook Page

The ALCA Facebook page is designed to enhance the association's efforts to communicate effectively with our members and to continue our advocacy for the counseling to the public and our special constituencies. It is also be used to link chapters and divisions with FB pages and increase overall social media presence. It is used for advertising, education, sharing of ACA info, ALCA events, etc.

### ALCA Facebook (FB) Guidelines:

- Administrator access to FB page by current year's Historian, current year's president, and ALCA Executive Director. Historian and President administrators would change yearly as elections occur. In Feb/March of each year, the then current Historian will add the newly elected Historian and President as page administrators. In May, the newly elected Historian will remove the past Historian and President from the administrator list.
- Page set up as "page"; no direct log-in or user name. Administrators would connect to the page via their own personal page/log-in.
- Posts to page only by administrators; the ability to post would be restricted to admins via the page's settings
- Comments made on posts would be monitored by administrators; inappropriate or unwanted comments can be deleted by any administrator.
- Page would be used to post pictures for ALCA events, to advertise upcoming ALCA approved events (as per those advertised on listserv), to share ACA info, and to provide education on various topics
- All ALCA members would be encouraged to connect to the ALCA FB page and Chapter/Division Presidents would be encouraged to connect their chapter/division pages with the ALCA Facebook page
- The page would be titled ***ALCA- Alabama Counseling Association***
- The FB web address would be [www.facebook.com/alabamacounselingassociation](http://www.facebook.com/alabamacounselingassociation)
- Changes/modifications to these guidelines can/would be made as needed with approval of the current President and the Executive Director