

The Patch Page Moderator:

What is a Patch Page Moderator?

A Patch Page Moderator is someone who assists the Patch Page Administrators in keeping a tab on the group activity, ensuring the page is functioning properly, and keeping discussions and posts running smoothly.

The Moderators are given access to special Facebook Tools to achieve those tasks.

The Moderators are the enforcers of the group rules and ensure that the group members are complying with the Patch Page guidelines.

It is also essential for a Moderator to be fair and impartial when enforcing these group's guidelines and policies.

The Moderator also ensures the group is free from spam postings, bullying, and other unwanted behavior.

The Moderator also assists in maintaining a positive atmosphere within the Patch Page group by promoting positive interactions and engagements.

The Patch Page is a Royal Rangers Christian discussion group, where we uphold the Royal Rangers Code and the Pledge in all our dealings. This includes working together as Administrators and Moderators.

Qualifications:

- Active member of the Patch Page Facebook group
- Lives by the Royal Rangers Code and Pledge
- Agrees to abide by the rules that govern the Patch Page.
 - **Note:** These can be reviewed at our website (<http://rrfcf.patchcollecting.com/>)
- Access to Facebook daily
 - **Note:** Understandable if cannot access while at work - let us know the timeframe
- Access to a PC (especially at night) for checking timestamps on auctions.
- Promote the Patch Page and patch collecting when you are at Royal Ranger Events

In General:

Since the Patch Page is an extremely active Facebook group with over 2600 plus members, we would like to have at least three active Moderators to assist the three Administrators (especially since all three administrators live in the same time zone (EST) in the USA).

Since the Moderator position is an extension of the Administrators and an important function of the Patch Page, position renewal is reviewed every year by the Administrators (usually in September at Members Week)

The Administrators understand that circumstances change in life that might make it difficult to fulfill the responsibilities to be a Moderator for a Facebook group.

If a Moderator feels they can no longer perform the tasks required for the position, we ask that they notify the Administrators so a suitable replacement can be found.

If the Administrators feel the Moderator can no longer perform the tasks required for the position, the Administrators will notify the Moderator that their services are no longer required, before looking for a suitable replacement.

The Moderator position in general is to enforce the Patch Page rules when needed, and to inform the Administrators (via Messenger) of any violations that should be addressed.

When Reviewing Discussion Posts:

- Report to the Administrators anything out of the norm going on in the Patch Page Facebook group.
- Watch for comments that might "trigger" others in the group or if a discussion is getting out of hand.
- Block / Remove postings that do not uphold the rules of the Patch Page (Examples: Stream of a church service, products that have nothing to do with Royal Rangers, etc.).

When Reviewing Auctions:

- Review auction posting for any missing information (no time zone listed, no date listed, etc.).
- Understand the OT Rule and how it applies to current auctions. (Rule being removed 8/1/24)
- Be able to declare a winner in a close auction (timestamps - need PC access)

Training if needed:

- How to check timestamps on a PC
- How to tag other Moderators and Administrators in a comment / post
- How to disable commenting in a post
- How to vet a new member
- How to use Moderator Tools (see below)

Member Requests: (Moderator Tool)

One of the most critical tools for Moderators is member requests. This tool allows the Moderator to approve or deny requests from people who want to join the group. It helps the Moderator ensure that only people interested in the group's topic are allowed to join.

Pending Posts: (Moderator Tool)

Another vital tool is the pending posts. This tool allows the Moderator to review posts made by group members before they are visible to everyone else. It helps the Moderator ensure that the posts are appropriate and in line with the group's rules.

Potential Spam: (Moderator Tool)

Another feature available to Moderators is the potential spam tool. It allows them to identify and take action on posts that might be spam or violate the group's rules.

Scheduling Posts: (Moderator Tool)

Moderators also have access to scheduling posts, allowing them to plan and schedule posts on behalf of the group.

Reported Contents: (Moderator Tool)

Moderators can review and take action on content that members have reported as inappropriate.

Moderation Alerts: (Moderator Tool)

Moderators will receive alerts when any activity needs their attention, such as a new member request or a post that needs to be reviewed.