



HHD u3a Policy Guide 7 All Communications

Approved by The Executive Committee **17-04-2024**

1. The Publicity Officer will be proactive in publicising the activities of the HHD u3a, including communications with the general public/outside bodies.
2. In addition, the Chair, Secretary, Treasurer and Membership Secretary will communicate directly with members and outside bodies where appropriate. Communications within committees/subcommittees and Interest groups will be conducted internally within these groups.
3. Material relating to the activities of HHD u3a for inclusion in magazines, newspapers, external websites, and other media outlets must be channelled through the Publicity Officer.
4. The HHD u3a Constitution states that all communications with members may be conducted by email although members may opt to return to hard copy communications at any time should they so wish. The BCC facility will be used for all group emails. As far as possible, the Executive Committee (EC) will endeavour not to disadvantage members who do not use email. [See Policy Guide No. 14- E.D&I]
5. No personal details such as addresses, phone numbers or email addresses of any member of the HHD u3a or any other person shall be posted on the HHD u3a website or Facebook without the express consent of the person concerned. This should only be sought in exceptional circumstances.
6. The EC will endeavour to publicise internally all HHD u3a activities through regular newsletters, members updates and the HHD u3a website and Facebook page. Members and groups requesting publicity should inform the EC in good time and meet any deadlines stipulated. They should be aware that in some circumstances copy may need to be edited and/or reduced in length.
7. The Publicity Officer will be responsible for publicising the activities of the HHD u3a to the wider communities in our area. The Membership Secretary together with the Publicity Officer and Groups Co-ordinator ~~It~~ will actively promote the HHD u3a to potential members. In addition, the

EC-will authorise the publication of the HHD u3a to organisations with an interest in the well-being of retired and semi-retired people and to grant awarding bodies.