HHD Policy Guide 7 All Communications

This version approved by the Executive Committee on 28.10.26

Purpose

The importance of good communications both internally with HHD u3a members and externally in the wider community impacts how the u3a is perceived at both a national and local level. Methods of communication continue to change at a rapid rate, with the HHD u3a wanting to use a range of ways to communicate with their members, potential members in the community and with a range of external organisations.

Scope

The scope of the communications policy is to consider the different methods of communicating.

Communication Directions

When communicating with others in whatever form it takes, no personal details such as addresses, phone numbers or email addresses of any member of the HHD u3a or any other person shall be used without the express consent of the person concerned. This should only be sought in exceptional circumstances.

When taking photographs at HHD u3a events and groups, informed consent will need to be sought before a photograph is permitted to be taken (whether posed or an action shot). The taker will need to explain that the photo may potentially be used in the HHD u3a newsletter, website and social media.

Beacon

This is the information management system used by the u3a, which is a way of Executive Committee EC members and Group Leaders communicating with HHD u3a members via email.

Email

The HHD u3a constitution states that 'notices, documents and other communications from the HHD u3a to a member may be sent by electronic communication provided the HHD u3a wishes to do so and the relevant member wishes to receive them in this way'. It is the member's responsibility to inform HHD u3a of any change in email address.

The BCC (blind carbon copy) facility should be used for all group emails, unless it has been agreed by the attendees of the group that this is not required. This means that when a member receives an email, their address is hidden from all other recipients.

There is a small number of members who do not use email and some members may opt to return to hard copy communications at any time should they so wish. As far as possible, the EC will endeavour not to disadvantage members who do not use email. [See Policy Guide No. 14- E.D&I]

Newsletter

The newsletter is sent on a monthly basis to all members of the HHD u3a, with contributions welcome from all, in particular from EC members and group leaders. Material relating to the activities of HHD u3a for inclusion in the newsletter should be channelled directly through the newsletter editor.

Website

The Website Team members manage the HHD u3a website to ensure that members are kept informed regarding News, Events, Groups, Contacts etc.

In order to keep all information up to date, the Website Team relies on :-

- Group Leaders, via the Groups Coordinator, to notify the Website Team of any group changes, so ensuring that the website is kept in sync with the Group List on Beacon.
- Events organisers to provide details of forthcoming events or trips and, where appropriate, photos and event summaries after the event.

- The Secretary to provide updated policies, role descriptions, and details of Committee Member changes.
- Relevant Committee Members to share News and Announcements, and any forms required on the website.

All communications to the Website Team should be sent to the hhdu3aweb@gmail.com email address, rather than to team members' personal email addresses. This will ensure that both members of the Website Team see the email.

The Website Team will provide Group Leaders with access to update their group's page when requested.

Social Media

Facebook

Facebook is administrated by a dedicated team and encourages contributions by the members.

All communications to the Facebook Team should be sent to the hhdu3afb@gmail.com email address, rather than to team members' personal email addresses. This will ensure that both Facebook administrators see the email.