

B – INTEREST GROUP MATTERS

PART B2

RUNNING YOUR GROUP

There are various systems and processes in place to assist you in the running of your group:

- **Beacon Management System**
Beacon is an on-line database holding all our members details such as name, address, phone number, email address, emergency contacts etc. It is maintained by the Bridgend u3a Executive team and must only be used for u3a purposes.

Beacon can be used by Group Leaders/Conveners for communicating with their group members. It is particularly useful because it enables the issuing of emails to multiple recipients without disclosing the identity of the recipients and their email addresses to others. If you would like to learn more about using the Beacon System, please let the Groups Co-ordinator or a member of the Committee know.
- **Bridgend u3a email accounts**
We currently use a Webmail provider that enables us to set up a number of @bridgendu3a.co.uk mailboxes. If you would prefer to use one of these accounts for u3a business (rather than your personal email) we may be able to accommodate you within our limited allocation.
- **Communication with/between Group members**
There are important data protection and privacy issues to consider when determining how the group members will communicate with you and with each other. Please familiarise yourself with both the Data Protection and Privacy policies - <https://u3asites.org.uk/bridgend/page/124651> - and if you are uncertain about any issues talk to a member of the Committee. A simple protective measure would be to double-check that you have the consent of each group member before sharing their contact details within a group context.
- **WhatsApp Chat Groups and similar**
If your group members are confident mobile phone users, you might want to consider setting up a Chat Group using an on-line messenger service – WhatsApp is the popular choice and offers a considerable degree of protection to users.
- **A Web Page for your Group**
Every group has their own page on our website – it is our window to the outside world. It enables us to share information about your group with both members and the wider



public. The more attractive, interesting, and informative, the more likely you are to receive enquiries about joining the group. The content of the webpage can be managed by the Group Leader/Convenor, or, if you prefer, by the Website Manager. If you would like to learn more about editing the website content please let the Groups Co-ordinator, Website Manager or a member of the Committee know. Our Website Manager can be contact via sosopaperco@mail.com

- **Social Media**

We currently have our own Facebook page with a designated member who manages the content and any contacts we receive. Contributions to our page are welcome, especially if groups have eye-catching photographs of activities or advance notice of special events to share. But before taking photographs and/or sharing them you must ensure that you have the permission of those in shot to do so. Our Social Media Manager can be contacted via media.bridgendu3a@gmail.com.

- **Monthly Calendar**

A monthly calendar of group meetings and activities is emailed to members by the end of each month. If there are any changes to normal arrangements, or any items to highlight, please email details to chair@bridgendu3a.co.uk so that they can be included.