

## PN 14. FACEBOOK GROUP

1. The Exmouth and District U3A Facebook Group was set up to provide a forum for members and to facilitate urgent communication between the Committee and Branch members.
2. The Group is Private in the sense that no-one can contribute unless they join the Group.
3. The Group is run by an Administrator and Moderators who are appointed by the Committee. The Administrator will from time to time submit a report on the Facebook Group to the Committee.
4. In order to ensure that contributions (posts) conform to agreed standards, prospective members must respond to questions prior to approval. These are as follows:
  - i). Are you a member of Exmouth and District U3A?
  - ii). Do you confirm that you'll always be courteous and polite and not post anything deemed unacceptable by common standards?
  - iii). Please note that no business, promotion or other material contrary to U3A charitable status will be allowed. Do you accept?
5. If an applicant is not a member (Question i) above), this does not necessarily preclude them from joining the Group. Examples of reasons deemed acceptable:
  - a) Lapsed members who are still interested in Exmouth U3A.
  - b) Friends of members who are invited to join.
  - c) Exmouth and District residents who are interested and, having seen what is on offer, may subsequently join Exmouth and District U3A Branch.

The Administrator and Moderators must use their judgment on this.

6. If an applicant doesn't answer, or appears not to have answered, the questions, the Administrator will message them using their Facebook contact information. If there has been no response within 7 days, then the application is declined.
7. All posts from members must be pre-approved before they appear on the site. Any posts which are not relevant, do not conform to normal standards of courtesy and acceptability, or contain advertising matter relating to a business, are not approved. Again the Administrator's and Moderator's judgement applies here.
8. Any infringement of these standards can, at any time, result in the member being blocked as a member of the Group, or barred from contributing.

This Policy Note was approved at the Committee meeting held on the 5<sup>th</sup> May 2020 by Zoom.

Signed:

Date: