ROLE DESCRIPTION
OF
FACEBOOK ADMINISTRATOR AND MODERATOR

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Overview

The Facebook Group provides a forum and source of interest for members, and an additional means of communication between the Committee and members.

Role Summary

1. To oversee the Exmouth and District u3a Facebook Group, monitor membership applications and ensure that postings are acceptable.
2. To update with items judged to be of interest.
3. To post on the Group u3a documentation, news, bulletins and other notifications to members.

Main responsibilities

1. Maintain the structure of the site.
2. Liaise with the Moderator(s) as appropriate.
3. Ensure that items are posted in, or linked to, appropriate topics.
4. Monitor Applications to join and decide whether to approve New Applicants.
5. Questions asked on joining are designed to ensure that Applicants are aware of their responsibilities to behave in a civilised manner and not to post anything remotely commercial or in contravention of our charitable status. In cases where potential members fail to answer, or appear to have failed to answer, the joining questions, they are sent a message reminding them of this. If after a suitable interval there is no response, their application can be denied.
6. Check the u3a Membership status of Applicants. If Applicants falsely claim to be members of Exmouth and District u3a, their application is declined.
7. If Applicants are not members of Exmouth and District u3a, assess their Application on its merits.
8. Monitor posts submitted by members and approve or not, as appropriate. Exercise judgement in cases of doubt.
9. Discuss areas of uncertainty about applications, posts and policy with FB Moderator(s) and agree a way forward.
10. Report from time to time the latest situation on membership, popular posts or any contraventions to the u3a Committee.

Ian McLauchlin, Secretary and Facebook Administrator   *27apr21*

Agreed at the Committee meeting 4may21