



Role Description – Exmouth & District u3a YouTube Owner

Overview

The Exmouth & District u3a YouTube Channel provides a mechanism to display videos which are of interest for members and/or created by members, and offers an additional means of communication between members and the Committee.

Role Summary

1. To oversee the Exmouth and District u3a YouTube channel, monitor the videos and ensure that any comments posted below each are acceptable.
2. To ensure that the channel is constantly updated, by encouraging the posting of new videos and removing or unlisting older videos.
3. To raise awareness of the channel and new videos posted there through the newsletter, the u3a's Facebook Group and other relevant Facebook Groups, and by other appropriate means.
4. To ensure that at least one YouTube Manager is appointed to act as deputy and thereby ensure resilience, backup and continuity for the channel.

Main responsibilities

1. Maintain the structure of the channel.
2. Ensure that videos and comments are appropriate
3. Liaise with the YouTube Manager(s) as appropriate.
4. Discuss areas of uncertainty about videos, comments and policy with the YouTube Manager(s) and agree a way forward.
5. Report from time to time the latest situation on the YouTube channel to the u3a Committee.

*John Hunt, Exmouth & District u3a YouTube Owner
31 May 2021*