



THE UNIVERSITY OF THE THIRD AGE

Halesworth and District U3A - guidelines for forwarding messages and emails to members master email list

- Halesworth U3A now increasingly use email to keep members informed.
- Email along with the U3A website provides a fast, effective and cost-effective way of keeping many of our members informed.
- We are aware not all members use email regularly and we will continue to keep them informed primarily through posters and a monthly article in the Halesworth Community News.
- We would also encourage those not on email to try to link with a fellow member who is, perhaps a near neighbour, friend or fellow interest group member and to act as an 'email box' for them and to print relevant information, as they believe appropriate.
- Halesworth U3A keeps only one master copy of the U3A current email list and this is held by the Membership Secretary who uses it to send out 'to all members' emails.

Due in part to our success in informing members by email we are being increasingly requested to publicise non U3A events for other local organisations.

We would hope to keep our 'to all members' emails to a minimum and if possible to send out no more than 3 or 4 emails in any month.

This means that some requests for passing on information will need to wait to be added to the next U3A business email.

Following discussion locally and having sought guidance from the (National) U3A Trust we will endeavour to follow the following guidance they have provided.

'the core principle of the U3A movement is that it is a non-political and non-religious organisation. This is spelt out on our website under "vision and mission" of the U3A. In addition, as a charity a U3A can only undertake activities that are of an educational nature as this is an essential part of the constitution that all U3As have to follow.

A U3A should not therefore put out any information of a political or religious nature as this is not what their charitable objectives allow and is contrary to the principles of the movement that they sign up to when they join the Trust.

It happens quite often that an individual U3A member wants to encourage other members to get involved in lobbying for some local issue. The answer has to be not within the U3A however worthy the cause.

In view of this we are of course happy to forward on, many items of non U3A local information. For example

- Local educational events/courses/talks, some examples of which are The Science Café, Museum Talks and WEA, where we believe they may be of interest to many U3A members.

- Public meetings about local pressing issues but, excluding 'lobbying' and those of a religious/political nature.
- Events (art exhibitions, concerts) put on primarily by U3A interest groups.

We regret we are not always able to publicise events just because they are local either because of frequency or we consider them not to be of interest to enough members.

We would encourage interest groups, a number of whom already use email lists to keep in contact, to use this method in the first instance to inform their own members about items of specific interest to them, rather than request use of the 'to all members' email list.

This guidance should be viewed as work in progress and can be reviewed in the light of experience.

Should you wish to suggest how this guidance can be improved, please contact the Halesworth U3A chairperson direct through the contacts page on the website -- just go to halesworthu3a.org.uk

Martin Stevens for U3A Committee November 2017