

## ***Communication Policy with Members***

### **Background:**

There is an issue about the amount of information that is circulated to members by mail and email, and whether all of this is appropriate. This information can be divided into four main groups.

Hastings & Rother U3A – events, AGM, Groups and general.

Third Age Trust – Events, workshops, administration, Governance etc.

SUN – events, workshops etc.

External groups and organisations – Information, advertising events, request for volunteers, speakers.

There is a need to ensure that the information sent to members is relevant and does not lead to an overload which can often lead people not to bother. A number of decisions have been made by the committee (16.10.14 and 18.02.61) and are covered in this policy.

### **Communication Policy:**

The following information will be sent out to members from:-

Hastings & Rother U3A

Sussex U3A Network

South East U3A regional information

Members wanting to receive information from The Third Age Trust should sign up for the events mailing list on the national web site. This means that it would only go to those who wish to receive it. Members should be recommended to do this as these events are very good. For those who do not have email these national events will still be placed on the notice boards at the monthly meetings

External Groups often send information that would be of interest and where this meets the U3A's learning ethos these will be circulated. We often receive request to speak at our meetings (these should be re-directed to the Speaker Secretary) or for volunteers and these should only be considered again where they meet the U3A learning ethos. Having considered our responsibilities, including data protection, paper details of local events can be circulated at meetings and placed on the notice the board, but not by email

No commercial advertising will be allowed.

This policy also applies to information circulated at any Hastings & Rother U3A Meeting

Policy reviewed 27<sup>th</sup> September 2018