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| <b>u3a Name:</b> Littleborough  | <b>Date:</b> February 2023 |
| <b>Name of person completing risk assessment checklist:</b> S Kokocki |                            |
| <b>Interest Group:</b> Committee                                      |                            |
| <b>Description of Activity:</b> Policy Review                         |                            |

## Using U3A to advertise non-U3A events or activities

We have been asked by members, and sometimes by non-members, for the opportunity to advertise events happening locally or other opportunities. We recognise that our members are active in all kinds of organisations, many of which would be of interest to other members and we understand that members may like to find out about opportunities or events happening locally. However, there is a risk that we lose sight of what is the main purpose of U3A itself, or that we take up too much space or time announcing or advertising other activities. Nonetheless, we do want to facilitate the exchange of information that may be of interest to members.

Therefore, the committee has decided that:

Events and activities, or opportunities that may be of interest to members, may be advertised on the table outside the main room at monthly meetings. Contact number and name should be included where relevant. This is an exchange of information between members, and the committee have no responsibility for the advertised activities.

We will not, as a general rule, announce or publicise non U3A events in U3A newsletters or updates or in the announcements at monthly meetings, nor will we make space for others to do so. If a member has something particularly interesting that they want to tell members about and this is sufficient to fill an entire session, they can ask to be put on the list of future speakers.

| <b>u3a</b> | Using u3a to advertise non-u3a events or activities |                |               | The Third Age Trust |
|------------|---|----------------|---------------|---------------------|
| Version    | Description of changes                              | Date of change | Review date   |                     |
| 2.0        | Original Checklist                                  | February 2023  | February 2025 |                     |

