

# MIU3A Communication Procedures

## 14 Nov 2012

- The Data Protection Guidelines will be followed by MIU3A

## 4 Feb 2013

- The Newsletter is to be produced every two months

## 29 Apr 2013

- The Membership Secretary should hold the master membership computer file. The Membership Secretary, the Secretary and the Interest Group Coordinator should be the only people to hold full copies of the membership data.
- In order not to cause annoyance to our members by sending out more emails than absolutely necessary, block emails to all members should be limited to urgent communications only. Urgent to be decided upon as requiring those members with no email contact to be contacted by telephone, in order to impart the same information. Such emails would be sent out only by the Secretary and Membership Secretary. (Revised 4<sup>th</sup> Nov 2013).
- All emails sent to a group of individuals, who are not known to each other must use the blind copy facility.
- Emails distributed within the Steering Committee must be regarded as confidential and must not be forwarded to anyone outside the Steering Committee.
- Emails sent from individual members to Steering Group members should also be classed as confidential and should not be forwarded in their entirety to other persons outside the Steering Group, without the originator's permission.
- The aim of the website is to provide the information required for people to find out all they needed to know about MIU3A and to allow contact with MIU3A.
- Group Leaders should be encouraged to provide an account of their group achievements, which can then be linked to their group page on the website to give further information to members. Short group reports will be considered for the Newsletter.
- Members without internet access should be encouraged to find U3A 'friends' to keep them up to date with the latest news.
- The Data Protection policy should be revised so that the same words are contained on the membership forms, the website and in the Newsletter.
- The newsletter should contain 'newsworthy items'. Although maybe reporting on some past events it should mainly look to the future.
- The Newsletter should contain lists of monthly meetings with their speakers.
- Photographs in the newsletter or on the website, where people are readily identifiable, can only be published if those people have been told in advance that their photographs may be taken for that purpose, or asked for their permission to publish after the event.
- All social events advertised on the website or in the newsletter should have been previously authorised by the Steering Group.
- Each newsletter will be redacted and placed on the website. Future newsletters will be written in a manner that requires minimum redaction.

## **MIU3A Communication Procedures**

- The format of the current newsletter will be retained.
- The newsletter will be created by the Editor and passed to the Chairman for final approval before being passed to the Membership Secretary to be sent out.
- Version 2 of the Data Protection Guidelines will be followed by MIU3A.

### **2 Sep 2013**

- MIU3A will not advertise non U3A matters.

### **7 Oct 2013**

- Each Newsletter item will be limited to 250 words.

### **4 Nov 2013**

- In order not to cause annoyance to our members by sending out more emails than absolutely necessary, block emails to all members should be limited to urgent and useful information only. Such emails to members will only be sent out by the Secretary or the Membership Secretary. (Replacement of second bullet point item under 29<sup>th</sup> Apr 2013).

### **6 Oct 2014**

- The deadline date for the next edition's items should be printed in each Newsletter.

### **30 Mar 2015**

- Coffee events will be held 3 times per year - in March, July and November - mainly for new members but other members would not be precluded (also in General Procedures).
- Newsletters should contain details of forthcoming Speakers for the following 3 months.

### **27 Apr 2015**

- The current Policy File, having been superseded by Procedure Documents, will be 'archived' on the Website (also in General Procedures).

### **1 Jun 2015**

- Some MIU3A funds should be used to support and enhance Interest Groups and this information shall be advised to the membership in the Newsletter (also in Interest Groups).