

6 Communication and Interaction

6.1 Group Members

Convenors should communicate regularly with both their Group Members while complying with the requirements of the UK General Data Protection Regulation. Further details on Data Protection are provided as an appendix to this Handbook.

The recommended form of email communication with Group Members is via Beacon.

Convenors should keep members up to date with Group activities and informed of any changes or special requirements.

6.2 Website Manager

Convenors should ensure the Group information on the website up to date by communicating changes to the Website Manager. The Website Manager will ensure the Groups Prospectus is maintained.

6.3 Group Coordinator

Convenors should keep the Groups Coordinator broadly informed of how the Group is progressing and feedback any information which may affect the local or wider u3a, including complaints and grievances.

6.4 Newsletter

RV u3a publishes monthly newsletter containing Group information and details of upcoming events. This is usually distributed via email. All Convenors will be contacted on a regular basis by the newsletter editor for contributions about their Group, including recent activities and availability of spaces.

6.5 Other Convenors

Once or twice a year a Convenors' meeting will be held to discuss issues, exchange ideas, and share expertise/good practice. This will be organised by the Group Coordinator.

6.6 New Members Meeting

About twice a year, Convenors will be asked to attend New Members meetings, where they will be asked to give a very short presentation about their Group.

6.7 Communications via the RV u3a Website

The RV u3a public website has the ability to send emails to Convenors by a link in the top right-hand corner of their Group's page.

At no time will the Convenors email address be visible to the public.

When a new Convenor takes up their role, the Website Manager will ask them if they want emails relating to their Group to be sent directly to them or to be sent to the Website Manager, who will then forward them as appropriate.