Communications Policy

The following policy outlines ways the committee will endeavour to keep members of Hu3a informed of the association's activities and opportunities available to them.

1. **Emails** - Any material emailed to the whole membership to be sent only by the committee members designated to do this. Currently this is the Chair, Secretary and Information Officer. The Information Officer will coordinate all of these.

2. **Stray News** – As from the next edition it will be given the new name of **Reflections: Harrogate u3a + date of appropriate year (e.g. 2025-26).** It will continue to be produced annually and from now on, in November to co-ordinate with the AGM and will consist of a review of the activities carried out by Hu3a members, looking back over the past year. It will be available electronically via the website, hard copies will be given to all who attend the AGM/November Talk and all who contribute articles. It will also be available at New Members' Coffee Mornings, Drop-Ins at The Crown and Group Leaders meetings, or on request.

3. **Hu3a Newsletter** – This will usually be produced monthly and circulated electronically to all members on the Monday preceding the monthly Members' Talk, or the last week of the months that have no Members' Talk. Copy for inclusion in this should reach a member of the comms team at least a week before its publication date.

   It will be displayed at Members' Talks, and a few hard copies will be available there for those without internet access. We aim to encourage those members without internet access to "buddy up" with another member who does, in order to improve our ability to communicate with them.

   The Newsletter will include only u3a related material under the following headings

   Committee News
   Notices about – Members' Talks and other events open to all members

Publicity and notices about groups
National & YAHR u3a information

4. **"Stop Press"** - On occasion there will be a need to send **"Stop Press"** emails to keep members informed about important matters usually of an immediate nature. As in 1 above, these will only be sent out by those designated to do so - Chair, Secretary or Information Officer and will be coordinated by the Information Officer.

5. **Visual Display** - Current u3a information will usually be displayed on the boards at Members' Talks and some other general events.

6. **Website** - This is used as the main reference for sharing information about the following:

- Interest groups – what is available, which ones have space, how to contact group leaders, what to do if members wish to start up a new one.
- Committee / trustees – details of who they are and the governance the association abides by – i.e. Constitution, policies (data protection, privacy, safety, safeguarding, finance, communication)
- Group Leaders page
- AGM minutes.
- Links to the latest copy of Newsletters & Reflections: Hu3a 2025 -26**"**.
- Calendar of events
- List of current general events and activities within Harrogate u3a
- Links to the national u3a website.
- Links to availability of provision of other avenues of learning within other nearby local u3a associations as well as other associations outside u3a.
- Ad hoc displays of material, activities and events undertaken by groups within the association.

The Webmaster inputs information provided by those responsible for the different areas.

The following outlines opportunities for members to communicate with the Hu3a Committee

Via email to any member of the Communication Team.
Via groups – to group leaders, to raise at Group Leaders' meetings
By talking to committee members

Via email to Chair or Secretary.

Suggestion Box Managed by Committee Chair.

Members are invited to write down suggestions, give feedback, raise concerns and post in the box – available at all monthly Members' Meetings, coffee mornings and other social events.
Submissions will be passed to the relevant committee member to be considered and acted on if possible/necessary. If signed with contact detail, then a reply will be given.

Ways we provide information to the wider public

Facebook – We have a page on this social media platform and regularly publish items of news about Harrogate u3a's forthcoming events and activities that are both general and groups specific.
Any member wishing to publicise a u3a event is invited to contact Jean Tennant via email - fbpublicity@harrogateu3a.org.uk

Leaflets and posters A range of these are produced with the aim of increasing membership, with more of a focus on those people about to retire or have just retired from full time employment.

This document to be reviewed on a regular basis.

Date agreed by Committee October 2026