



Chichester U3A Communication Policy

The purpose of this document is to provide clarity for any member wishing to put a notice in any communication to the membership, such as the Bulletin, Website, or Newsletter.

The Committee will meet when necessary to discuss the overall communication policy and agree any significant policy changes. Day-to-day decisions regarding content are delegated to the Bulletin Editors and Web Editors, etc. In the event of uncertainty or disagreement about the content to be published, this should be referred back to the Committee, who are the Trustees of the Chichester u3a. Any such referral should be addressed to the Chair, or Vice-Chair, and will be discussed at the next Committee meeting or at a meeting convened for that purpose.

Key principles to:

- Ensure variety in our communications to members.
- Aim to communicate the breadth of activities offered by Chichester u3a.
- Avoid any conflicts of interest between members' professional or financial interests and Chichester u3a.
- Ensure there is no promotion of products or other organisations unless endorsed by the Third Age Trust.

Any deviation from these principles must be discussed and approved by the Committee.

Adopted by Chichester U3A Committee: 6th May 2021