

Maghull and Lydiate u3a Social Media Policy/Guidance

Aims

To promote and create awareness for Maghull and Lydiate U3A

To give members of Maghull and Lydiate U3A, the opportunity to see what events have been taking place

To prompt members to write their own short informal accounts of group activities, they have attended

To allow members to give comments and suggestions concerning such activities

Key Personnel

Website and IT (Committee Role)

Responsible to the Maghull and Lydiate U3A committee for the operation of our Face book page
Responsible for gaining committee approval for the appointment of Administrators and moderators

To work with the committee to determine the rules members must agree to when joining our Face book page

Administrators

An administrators role is:

To oversee the Maghull and Lydiate U3A Face book page

To create moderators to oversee the posts uploaded to our Face book page, and to create additional moderators when and if required

To determine the rules members must agree to when joining our Face book page

To be aware of the balance of comments and posts left on our Face book page

To ensure that no one member becomes dominant on our Face book page and if necessary creating a limit on the number of posts that one person may present in a given period of time

Moderators

The role of the moderator is to manage the day-to-day running of the Maghull and LydiateU3A Face book page

To ensure that every member who applies to join the Maghull and the Lydiate U3A Face book page has satisfied all the rules that have been prescribed by the administrator

To ensure that any post uploaded to the Maghull and Lydiate U3A Face book page promotes our u3a and upholds the standards of U3A

Approval of membership

New members can be approved by both the administrators and the moderators

New members must be a member of Maghull and Lydiate U3A

Administrators and moderators will need to ensure that each applicant has answered the questions as listed on the application page

Any applicant who has missed out questions or has not agreed to the rules should be direct messaged using Messenger, asking them to complete the whole list before approval for membership can be given

Membership should not be granted until the three questions, and the – “abiding by the rules”

box is ticked.

Pseudonyms should be discouraged but if approval has been given for a pseudonym to be used, the moderator must always know the real name of that person and communicate that to the Administrators.

Approval of posts and comments

All posts must promote the U3A and be consistent with the ethos and the aims of the Maghull and Lydiate U3A

Moderators should ensure that the post are as well written as possible, with minimal spelling/grammar mistake per post. Any post not satisfying this should be referred back to the member and problems explained via DM comment

No offensive, derogatory, sexist or discriminatory language of any nature should be included. Posts that contain such language must be removed. Members leaving comments should ensure their comments are at all times positive. Any 'complaints' must be dealt with outside the Fb forum.

Texts and photographs are permitted on each post, but text should be kept to a bare minimum no more than five sentences.

Where photographs are used within a post the moderator should enquire as to whether each member has agreed for their photograph to be used on Face book if their face is full on. If not, then the offending photograph should be removed.

All members, whose posts are declined, are entitled to know exactly why the post has been declined.

Advertisements for other organisations, goods or promotions should not be approved.

Contact between the member and the moderator should be by messenger.

Moderators will always remain anonymous.

If a Moderator encounters an issue then they should escalate to the administrators for guidance.

Comments

Comments should in the main be positive and reinforcing.

Disagreements between members should not be encouraged, and moderator should be ready to remove any offensive language concerning either post or the member who has commented on it.

General chat between the members should not be encouraged.

Actions

Inappropriate comments can be removed by an Administrator or a Moderator. Should such comments continue the member concerned can be blocked from the FB page.