

### U3A HBW Communications Sub-Committee at February 2024

<b>Name of Sub-Committee</b>	Communication
<b>Sub-Committee Chair</b>	Sandy Guest
<b>Sub-Committee Members</b>	Sandi Fallshaw Kerry Lewis (Newsflash) Lyn Murray (Newsletter) Susan Healy (UMAS) Doug Palmer (UMAS) Lars Jonasson (Website) Ann Banham (Facebook)
<b>Terms of Reference</b>	Develop and deliver “all member” communications in accordance with agreed Protocols and as per Committee Information
<b>Key tasks/duties</b>	<ul style="list-style-type: none"> <li>• Develop protocols for “All member channels of communication”</li> <li>• Manage website</li> <li>• Communicate with members via UMAS, Mailchimp, Facebook</li> <li>• Produce, edit and distribute Newsletters and Newsflashes and other relevant information to all members as required</li> <li>• Distribute external information of relevance/interest to members</li> <li>• Allocate areas of responsibility to Committee Members</li> </ul>
<b>Key Timelines</b> ( <i>any specific dates related to key tasks</i> )	<b>Newsflashes:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of each month <b>Newsletters:</b> – once a term at the end of the term
<b>Available templates/websites</b>	
<b>External Contacts</b> ( <i>names, email, phone etc</i> )	
<b>Expertise</b>	Interest and enthusiasm IT expertise welcomed but not essential
<b>Time Commitment and operation of Committee</b>	Will be determined by the Sub-Committee (to include areas of responsibility, timelines, time commitment and communication with the Committee)