

Social Media Use Policy

1. Purpose

This policy outlines Glen Eira U3A's expectations for members using social media platforms such as Facebook, Twitter, WhatsApp, or other chat groups. These platforms may be officially or informally set up by Glen Eira U3A or its members for communication purposes.

2. Scope

2.1 Formal Glen Eira U3A Communication

The Advertising and Communication Policy governs the use of Glen Eira U3A's official social media platforms, such as the website, Facebook page, and emails. Members must follow the Glen Eira U3A Code of Conduct when posting on these platforms.

2.2 Informal Member Communication

Members may create and join informal social media groups related to their courses. These groups operate under the auspices of Glen Eira U3A. The creators of such groups are solely responsible for authorising members and moderating content. All members must adhere to Glen Eira U3A's Code of Conduct when participating in these groups.

3. Member Expectations

When using any social media platform associated with Glen Eira U3A (either formal or informal):

- Communicate respectfully and courteously.
- Do not share your confidential or personal information.
- Be cautious about sharing others' personal information, especially about volunteers and committee members.

4. Breaches of Policy

4.1 Formal Platforms (e.g. Glen Eira U3A Facebook)

- Administrators will moderate and regularly check for inappropriate posts.
- Only Glen Eira U3A related postings and advertisements are allowed.
- Breaches will be managed by the Health, Safety & Wellbeing Team according to the Code of Conduct and the Issue Resolution Procedure.

4.2 Informal Platforms (e.g. WhatsApp)

- Group moderators should promptly address any breaches of this Social Media Use Policy.
- Members should correct any mistakes immediately and clearly state the correction.
- Moderators may need to remove inappropriate comments or members, or even shut down the group if necessary.
- Serious breaches should be referred, for investigation, to the Health, Safety & Wellbeing Team by completing a **Notification of Issue Form** (obtained from the Glen Eira U3A Office).

5. Responsibilities

5.1 The Health, Safety, and Wellbeing Team, will consult with the moderator/s of the Glen Eira U3A formal platforms for social media.

5.2 The Glen Eira U3a Committee of Management, together with its Health, Safety and Wellbeing Team, is responsible for:

- Developing, endorsing, implementing, publishing, and reviewing this policy.
- Investigating and resolving serious breaches within a reasonable timeframe.

6. Revision History

Version	Date	Changes
V1.0	03 April 2025	Endorsed by Glen Eira U3A Management Committee