



## U3A MORELAND

UNIVERSITY OF THE THIRD AGE

### U3A MORELAND NEWSLETTER – PURPOSE, POLICY, PROCEDURE

#### **Purpose of this document:**

To provide guidance to

- U3A Moreland Newsletter Team for compiling, editing and final production of the Members' Newsletter.
- U3A Moreland members for preparing and submitting articles

The document is on U3A Moreland website.

#### **Purpose of the Newsletter**

- To keep Members informed of activities and events through a balance of items from a range of U3A Moreland Members and the Volunteers, including the Committee of Management, the various Teams and the Facilitators.
- To provide relevant information from the wider community for the benefit of our Members.
- To reflect U3A Moreland to the wider community.

It is intended to be an interesting and entertaining publication.

#### **Policy**

1. The Newsletter Team will endeavour to ensure the Newsletter represents the entire U3A Moreland community, especially the interests, views, ideas and involvement of its Members.
2. The Newsletter Team will attend to errors and problems of expression in submitted articles where this can be done faithfully. When in doubt, the contributor will be contacted for further consultation and discussion.
3. The Newsletter Team will seek to ensure that the voices of contributors are heard directly, and that contributors' meaning, style, and intention are preserved.
4. Each Newsletter issue has a finite length and established format that submitted articles need to fit within. The Newsletter Team has the final editing responsibility and decides on the final composition of the Newsletter and the length, layout and production of articles.
5. Any material presented is to represent the values of inclusiveness, respect and fairness of the organisation

#### **Procedure**

- The Newsletter Team will decide, in consultation with the Committee of Management on the frequency, style and ongoing production of the Newsletter.
- Members are most welcome to submit items and articles for the Newsletter.
- Members wishing to submit to the Newsletter need to talk first with the Newsletter Team and check deadlines.
- When proposing to submit items, the contributors are directed to a copy of this document.
- All material must meet copy deadlines ie, the date as specified by the Newsletter Team

- The Newsletter is distributed to Members via email and mail, posted on the U3A Moreland website, and emailed to interested parties. Printed copies are distributed around Merri-bek for publicity purposes.
  - (Presently the local Federal Member provides support with printing required hard copies).

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Endorsed at Committee of Management meeting of 12 December 2023

**Review:** bi-annually

**Next review:** December 2025