



South Solihull u3a Website Content Guide

Recent Changes:

3/10/2025

- Rules concerning non-u3a material revised.

4/4/2024

- First issue.

Table of Contents

1 INTRODUCTION.....	3
2 PURPOSE OF THIS DOCUMENT.....	3
3 CORE MEETINGS.....	3
4 NON-u3a CONTENT.....	3

1 INTRODUCTION

This document supplements the information in the *Website Standards* and *Website Style Guide* documents. Whereas those documents are concerned with the 'look and feel' of the website, this document is concerned with the content that we publish on our website.

This document brings together in one place the various decisions that the ssu3a committee have made concerning what is desirable or undesirable to include on our website.

When deciding if any particular content is appropriate for our website, if it is not clear from these notes, then the committee should be consulted. Any committee decision that clarifies or adds to the guidelines should be recorded in this document, and a new version issued.

The contents of this document have been approved by the ssu3a committee, who expect all website contributors to abide by these guidelines.

2 PURPOSE OF THIS DOCUMENT

The purpose of the website is set out in the *Introduction* section of the *Website Standards* document.

This document provide editorial guidelines to ensure that all content that we publish is directed towards the website's purpose, and is not in any way detrimental to our aims, status or reputation.

3 CORE MEETINGS

Decision of the ssu3a committee, 4th March 2024, Item 7.2:

Even though the committee plans Core meetings a considerable time in advance, we will advertise no more than the next three meetings on the website. We believe this will increase attendance, as advertising too far in advance encourages members to 'pick and chose' which events to attend.

Also, it provides more scope for us to re-schedule speakers if this ever became necessary, because of cancellations etc.

4 NON-u3a CONTENT

Decision of the ssu3a committee, 5nd August 2024, Item 3.1:

The content of our website will be limited to matters concerning:

- South Solihull u3a
- Other u3as in our Cluster
- National u3a (i.e. head office)

Requests from other organisations, including charities, to put material on our website will be declined.