



**MEMORANSUM**

TO: The Secretary,  
RDA(NSW) Centres,

27th September, 2019

**RE: SOCIAL MEDIA**

Hello Everyone,

It has come to the attention of the Board that inappropriate information has been placed on RDA Centres' Face Book Home pages as well as on their Centre's Facebook messenger site. This could cause harm and embarrassment to the organisation's brand and reputation as well as it's members.

Facebook home page is visible to all accepted friends – may even be "Public" and available to outsiders of RDA, the messenger site is a second communication area for a selected group of RDA members. It is hidden from the general area but should not be used for destructive comments as it can be seen by all those admitted to that group and usually reserved for giving information or messages to coaches or for cancellation of sessions to all. It depends on who you have attached to the group and what purpose it is for.

Therefore would Centres please ensure that a copy of the RAM document NSW-31 'Social Media Policy' (6 pages) is located where easily accessible to all Members and Volunteers at your Centre so they are made aware of this Policy for it is intended to provide employees, volunteers, clients and supporters of RDA (NSW) with clarity on the use of social media platforms.

To highlight the importance of this document the Board recommends the attached extracts from NSW-31 relating to Clauses 1.1 'Document Purpose', 5 'Permissions' and 6 'Inappropriate Use' also be placed in a prominent position.

Please note it is the duty of everyone who is affiliated with RDA(NSW) to alert either the Communications Director, Susan Turner-Davis or State Office, of any inappropriate content they may come across for, any breaches of this Code of Conduct could see refusal of membership if the Code is broken and also may have legal ramifications.

Thank you for posting this Social Media Policy Memorandum.

Yours in RDA

Margaret Norman OAM

*Hon. Director/ Chairperson*

Riding for the Disabled Association (NSW)

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***"Riding Develops Abilities"***

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**Joint Patrons:** Her Excellency The Honourable Margaret Beazley AO QC, Governor of NSW and Mr Dennis Wilson

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