

Policy and Procedure for Subscribing to and Posting Notices on the Public Email Lists

Purpose

The purpose of this policy is to make the public email lists most useful for communication among UUFLG members, friends, and other interested parties.

Policy

Anyone entered in the UUFLG database will be subscribed to all three public email lists – Activities, Membership Discussion, and Social Action – and may unsubscribe to any of these at any time.

Anyone subscribed to a list may post messages to that list.

The Activities list is to be used to disseminate information about UUFLG activities. Address announcements to announcementsuufg@googlegroups.com.

The Membership Discussion list is to be used for exchanging ideas, information, and opinions on topics of interest and relevance to UUFLG members. Address discussion messages to discussionuufg@googlegroups.com.

The Social Action list is to be used to disseminate information about social action issues and activities. Address social action messages to socialactionuufg@googlegroups.com.

Procedure

Subscription: Upon entering a person in the UUFLG database, the office manager will subscribe him or her to all three public email lists – Activities, Membership Discussion, and Social Action. Each new subscriber shall receive a notice of subscription with instructions for unsubscribing. These instructions will also be available from the office manager.

Posting Messages: The initial email notice of subscription shall include instructions for posting messages. These instructions will also be available from the office manager.

It is the responsibility of the poster to choose the appropriate list for his or her message. The office manager will monitor the messages posted and warn posters of inappropriate messages.