

Policy- 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 to UUFLG members and friends.

Policy

UUFLG members will be initially subscribed to all three public email lists – Announcements, Discussion and Social Action – and may choose to unsubscribe themselves. Visitors and friends may request to be subscribed to any or all of the lists.

Messages may be posted to each list by anyone subscribed to that list.

The Announcement List is to be used to disseminate information about UUFLG activities. Address announcements to announcements@lists.uuflg.org

The 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 discussion@lists.uuflg.org.

The Social Action List is to be used to disseminate information about social action issues and activities. Address social action messages to socialjustice@lists.uuflg.org.

Procedure

Subscription: New members will be subscribed to each list by the Administrator at the time they are added to the database. Instructions for unsubscribing are given to each new subscriber in the email notice to them of their subscription. These instructions will also be posted at the Fellowship building.

Posting Messages: Instructions for posting messages are given to each new subscriber in the email notice to them of their subscription. These instructions will also be posted at the Fellowship building.

It is the responsibility of the poster to choose the appropriate List for their message. The Administrator will monitor the messages posted and warn the poster of inappropriate messages.