

AMSC-L GROUP COMMITTEE GUIDELINES

I. PURPOSE:

In line with approved policies and procedures and guidance from the AMSC Board this committee will maintain an AMSC members only email list, AMSC-L (currently a Groups.io list). Support Admin responsibilities for the AMSC-L email list

II. PROCEDURE:

A. ADDING NEW MEMBERS TO THE LIST BY APPROVAL REQUEST:

1. People can request to be approved to the list. If you receive an emailed request, verify the person's email address against online AMSC Roster and periodic Roster updates supplied to you by the Roster coordinator before approval. If not found, email the applicant for their identity and ask if they are a member. If confirmed, check if new email address is permanent. Those who don't respond adequately will not be approved.
2. Report any new email addresses to the AMSC Treasurer, Roster Coordinator and AMSCOPE Newsletter Editor.

B. ADDING AMSC MEMBERS TO THE LIST BY INVITATION:

1. Members can be added by invitation. You will receive roster updates including new members from the Roster coordinator. In the admin section of the list is an invitation link. Enter the emails of those you wish to invite. In addition, check the members section for emails that are bouncing and try to correct them. Review the roster on occasion to invite any members with emails that are not currently on the list.

C. LIST MAINTENANCE:

1. Adding files: When you receive any AMSCOPE information that would be of interest to the members, you can add files in the FILES section. Examples might AMSCOPE newsletters, Board Minutes, etc.
2. MONTHLY GROUP GUIDELINES NOTICE
On the first day of each month post the following:

This is the group where AMSC members can ask questions, express their opinions about the breed and the club. You can post articles of interest, legislative alerts, etc. You can announce a new litter, available puppies, adults and studs or merchandise for sale. If you have brags it should include all the dogs who received awards at that show.

- Treat others with respect. Don't be unkind. Exploitative or degrading comments are not welcome here.
- Stay on topic — Keep your content relevant to the group.

Here's how you can get the most out of our Group:

- Share what you know. Chances are someone can benefit from what you can contribute.
- Have a good time!

Written by Vicki Kubic /Approved by Board - November 2021