

AMSC-L GROUP COMMITTEE GUIDELINE

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).

Provide ownership responsibilities for the AMSC-L email list

II. PROCEDURE:

A. ADDING NEW MEMBERS TO THE LIST:

1. Verify email address against online AMSC Roster before approval. If not found, email the applicant for identity. 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, and AMSCope Editor.

B. MONTHLY GROUP GUIDELINES NOTICE

On the first day of each month post the following List guidelines as a reminder of list etiquette.

In short:

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

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

1. Share what you know. Chances are, someone can benefit from what you have to contribute.
2. Be courteous. Everyone wants to be treated with respect, and showing respect to others makes our group better for all members.
3. Have a good time. When people behave responsibly and respectfully our group thrives and everybody wins.

C. LIST MAINTENANCE:

1. The Electronic Media Chairperson is ultimately responsible for maintenance of files and technical aspects of the AMSC-L list.
2. The integrity of two files is particularly important: the Online AMSC Roster and tracking AMSC-L New Members for inclusion/invitation to the group.
3. Technical support of this nature can be performed by any member willing to take on the responsibility.