

## **EMAIL LIST POLICIES**

### **AAUW Ann Arbor Branch**

**Purpose:** The Email List at [aauwaabbranch@umich.edu](mailto:aauwaabbranch@umich.edu) provides a timely and easily accessed means for communication of official branch business or issues clearly related to the AAUW Mission. An additional and separate group email for Board member use only is installed at [aauwaaboard@umich.edu](mailto:aauwaaboard@umich.edu).

Responsibilities for use of the branch Email List:

1. The branch President is solely responsible for the communication of significant events in members' lives, such as marriage, illness or death. Members are asked to communicate such information directly to the President only, for publication to the entire membership as appropriate.
2. a. All messages addressed to the entire membership are to be sent as blind copy (using address line bcc).  
b. The "to" address line is to be completed with the email address of the individual sender.  
c. The subject line for all messages must begin with AAUW, followed by a brief and specific summary of the message contents.

Example:

To: Jane Doe [jdoe@emailprovider.net](mailto:jdoe@emailprovider.net) (person sending message)

Bcc: [aauwaabbranch@umich.edu](mailto:aauwaabbranch@umich.edu)

Subject: AAUW Ann Arbor Branch revised Email List Policies

3. Any member participating in the Email List will be able to send a message, which reaches all other participating members. It will not be screened by anyone prior to viewing. Members are reminded that information sent via the Email List is available to all members having access to these emails and should be considered as widely published.
4. Interest groups should form their own email group lists for providing interest group information to their members. The interest group chair should be certain that any interest group message using the branch email list is of interest to the entire branch membership.
5. The branch Email List is for member use only.
6. All changes to the Email List should be sent to the Computer Support Chairperson and to the Dues Treasurer.
7. The Computer Support Chairperson will add new members, who have e-mail addresses, to the Email List group.
8. A copy of the Email List policies is posted on the branch website: [annarbor-mi.aauw.net](http://annarbor-mi.aauw.net).
9. These guidelines will be published in an AAUW Ann Arbor Branch E-newsletter as needed. Periodic reminders to the membership regarding member usage of the branch Email List shall be the responsibility of the branch president.

