

NYSSCSW Community Bulletin Board Listserv Guidelines and Policies

The NYSSCSW Community Bulletin Board Listserv (“CBB Listserv”) is an interactive email group exclusively for NYSSCSW members and prospective members. Members and prospective members that participate in the NYSSCSW CBB Listserv are referred to as “participants”. Eligible prospective members must be licensed mental health professionals and participation for prospective members is limited to one-time period of thirty days, in which they can read and post to the CBB Listserv. To continue at the end of the thirty-day period, prospective members must join NYSSCSW to continue participation on the CBB Listserv.

The views, opinions, announcements and information expressed and shared in this Listserv are the views and opinions of the participants. Since posted information has not been verified or confirmed as correct or accurate, information shared in this group by participants should not be assumed to be correct or accurate. As a matter of policy, the Society does not endorse, or promote the views, opinions or information posted by any of the participants of this Listserv.

The purpose of the NYSSCSW CBB Listserv is to allow participants to share or post announcements, not directly related to providing professional mental health services or the practice of clinical social work. This may include, but is not limited to, postings of available office space, books, items for sale, summer rentals, and recommendations for personal services such as a dentist or housekeeper. Our Community Bulletin Board Listserv Guidelines & Policies have been designed to protect the interests of all participants and the NYSSCSW. See Section 6 below for our policies on the restricted use of the CBB Listserv.

Community Bulletin Board Listserv Moderator’s Address

Contact the CBB Listserv moderator at the email Nysscsw.CBB@gmail.com for email address changes.

1. HOW TO POST:

A. HOW TO POST:

After participants sign up for the CBB Listserv, they can post something by simply e-mailing to the specific CBB Listserv address: NYSSCSW-Community-Bulletin-Board@GoogleGroups.com. Email from your registered email address posts automatically to the CBB Listserv. We do not screen emails prior to their being posted. Although you will likely not receive a copy of your own post, you will receive all responses. Items are permitted to post once a week for a maximum of ninety days. NYSSCSW members are permitted to renew the item for another ninety-day period, upon approval of the moderator. Non-members are able to post an announcement to appear once a week for a maximum of thirty days. To continue posting beyond the thirty day time period, non-members are required to become members of NYSSCSW. If there are any questions regarding posting, please e-mail Nysscsw.CBB@gmail.com.

B. YOUR SIGNED EMAIL IS YOUR ON-LINE IDENTITY:

REQUIRED: Your full name and email address;

OPTIONAL: Your office address and telephone number.

C. CONFIGURE YOUR AUTOMATIC SIGNATURE:

Create an automatic email signature that can be easily inserted at the end of every post to the CBB Listserv. Please contact the moderator if you need assistance.

D. DESCRIPTIVE SUBJECT LINE:

Give your email a descriptive, accurate subject line including the location of the service/item, so others can easily see if they want to read or delete the post. The Listserv goes to members throughout New York State, so subject headings must include the specific location, if applicable. Some examples include: (1) SEEKING: West 50th Street Office for Rent; (2) FOR RENT: Hicksville Office, Tuesday & Friday; (3) RECOMMENDED: Computer consultant; (4) SUMMER RENTAL: Putnam County; (5) ISO Housekeeper: Brooklyn.

Please do not overburden other participants by leaving out a subject line or writing one that is not descriptive.

E. A NEW TOPIC NEEDS A NEW SUBJECT LINE:

When the subject of your email is a new topic (new thread), use a new subject line to reflect the new topic.

F. WHEN IN DOUBT ABOUT A POST:

If you have a question as to the appropriateness of an item you wish to post, please write to the moderator for input. Messages are easily distributed to individuals you may know, clients, employees or employers. NYSSCSW does not allow or endorse the posting of contributions or newsletter solicitations, political or abusive content and hate speech, or information regarding conferences, workshops, study groups, or other programs, which offer New York State Continuing Education Credits, on the CBB Listserv. If such content is found in any post, NYSSCSW will remove the post, and reserves the right to exclude or place on fully moderated status any user who posts such content from future use of the CBB Listserv.

G. ATTACHMENTS ARE NOT PERMITTED:

Your message must be fully contained within the body of your email. NYSSCSW reserves the right to remove any and all attachments. NYSSCSW assumes no responsibility or liability for any adverse effect to your computer due to a malicious attachment. Attachments do not appear in Digest.

2. DELIVERY SETTINGS, ACCESSING THE EMAIL ARCHIVE AND CONTACTING THE MODERATOR:

A. TO CHANGE DELIVERY SETTINGS OR CHANGE YOUR EMAIL ADDRESS:

Contact our support staff at Nysscsw.CBB@gmail.com to be set to All Email, Digest or No Email.

B. CONTACTING THE MODERATOR:

Write to Nysscsw.CBB@gmail.com to contact the CBB Listserv moderator.

3. HOW TO USE THE LISTSERV:

A. DELETE EMAIL YOU ARE NOT INTERESTED IN:

Limit the amount of email you read by deleting any emails that do not interest you. We do not have control of what others post and we do not read or evaluate posts. Therefore, we cannot vouch for the accuracy, quality or good sense of the content posted to the Listserv. In the event that an inappropriate

posting is brought to NYSSCSW's attention, NYSSCSW, in its sole discretion, will take appropriate action to address the situation.

B. EMAIL IS NOT PRIVATE:

Once you click SEND, your email can be forwarded to persons you had never anticipated would receive it. Only write what you feel can be shared with others.

C. FREQUENCY OF POSTING:

Please be mindful that your fellow professionals are busy. Whatever can be responded to off-list (not on the CBB Listserv) is best done back-channel to the person directly.

4. HOW TO REPLY TO THE CORRECT PARTY:

A. WHEN TO REPLY TO ONE PERSON OFF-LIST:

When you are responding to an individual, email the person off-list (back-channel), so members do not receive more than necessary email or read your personal interchange with another person.

B. HOW TO REPLY OFF-LIST ONLY TO THE POSTING MEMBER:

To reply off-list to just the person who posted (back-channel), follow these steps:

- (1) Click REPLY.
- (2) Remove all email addresses in the address fields, except the email address of the intended recipient.
- (3) Write your reply.
- (4) Click SEND.

C. HOW TO REPLY TO THE ENTIRE LISTSERV:

To reply to the entire list: (1) Click REPLY TO ALL. (2) Write your reply. (3) Click SEND.

D. HOW TO REPLY WHEN YOU ARE A DIGEST MEMBER:

If you are a digest member DO NOT CLICK REPLY. You cannot simply reply to Digest as members will then get the entire issue of Digest, will not know which of the many posts you are responding to, and then the entire Digest will appear in the next issue of Digest. Just replying to Digest overwhelms the CBB Listserv. To reply to Digest, follow these steps:

- (1) Copy and paste the portion of Digest you want to respond to into a new email.
- (2) Add the sender's email address, or the CBB Listserv address (if responding to the entire listserv) to your new email.
- (3) Copy and paste the subject line you are responding to into your new email's subject line.
- (4) Click SEND.

6. PRIVACY, OUTREACH, FORWARDING, SPAM:

A. NYSSCSW'S CBB LISTSERV, EMAIL AND WEBSITE POLICY:

(1) The Society's CBB Listserv is for the sole use of the Society, its members, and prospective members (for thirty days). The Society's membership list is the property of the Society and cannot be used without the advance approval by the Society's Executive Committee.

(2) The membership mailing list and CBB Listserv are not to be used to promote or support the activities, services, opinions, policies and views of other agencies, organizations, groups or institutions that are not related to the Society, unless this use has been approved, in advance, by the Society's Executive Committee.

(3) The Society's membership mailing list and CBB Listserv may not be used to solicit funds and/or to promote other support for the activities, services, opinions, policies and views for any other agencies, organizations, groups or institutions.

(4) NYSSCSW has the ability, in its sole discretion, to take any action it deems appropriate to rectify any violation of the above policy. Such action, where appropriate, may include, but is not limited to, deletion of a post or posts, moderation, suspension or expulsion of a person from the CBB Listserv, or legal or administrative action.

B. PRIVACY:

(1) Only participants on the CBB Listserv are permitted to post to the CBB Listserv. Participants are not permitted to make use of any of the names or email addresses of members or prospective members for any reason without the express permission of the Society. The use of member or prospective member names or email addresses without permission may result in being banned from the CBB Listserv. Examples that would require NYSSCSW approval include, but are not exclusive to, an individual and/or an organization compiling names and email addresses for the purposes of marketing, advertising, list selling, and/or recruiting.

(2) Posting private communications to the listserv is not permitted.

(3) Please see section 6A for details on posting limits.

C. POSTING ON BEHALF OF NON-MEMBERS:

There is to be no posting of items on behalf of non-participants to the CBB Listserv as these others can either sign up for a free 30-day trial to utilize this Listserv, or join the NYSSCSW to access it.

7. EXPECTED LIST BEHAVIOR AND SANCTIONS:

The following list of rules govern the content of all posts to the CBB Listserv. By posting on NYSSCSW's CBB Listserv, users hereby agree to be bound by and warrant their full compliance with the rules. NYSSCSW, in its sole discretion, can take any action that it feels is warranted if a user violates the rules. Such action can include, but is not limited to, deletion of a post or posts, suspension of a user's right to post on NYSSCSW's CBB Listserv for a specified period of time and/ or the permanent exclusion of a user from posting on NYSSCSW's CBB Listserv.

A. RESPECT DIFFERENCES:

There may be differing opinions. The CBB Listserv is a communication vehicle for members and prospective members of NYSSCSW, and as such requires that we demonstrate appropriate professional behavior at all times. As a participant, you are asked to make every effort to not respond to an email that angers you; instead direct your concerns about an upsetting email to the moderator.

B. POLICY ON FLAMING:

The Listserv functions to share resources, announcements, recommend services or resources unrelated to social work practice. Flaming is the knowing or unknowing escalation of tension and emotions, i.e., inciting others, in an email exchange. Forward to the moderator any instance of flaming, which includes

inappropriate humor, so that the moderator and NYSSCSW leadership can appropriately address it. Please do not post your reactions or comments to the CBB Listserv regarding these types of emails. These issues are referred to the NYSSCSW Executive Board for review.

C. PROFANITY, STRONG LANGUAGE OR HUMOR:

Please do not use words, expressions, phrases, inferences, text message abbreviations, emoticons or tell jokes that are scatological, sexually explicit, sexually suggestive, profane or inflammatory. Be careful with humor. Without visual cues and voice tone, humor (sarcasm in particular) can easily be interpreted as aggressive and provocative. These issues are referred to the NYSSCSW Executive Board for review.

D. PERSONAL OPINIONS OF COLLEAGUES, AGENCIES OR PROGRAMS:

Personal opinions about colleagues or agencies or general political discussions are prohibited.

We do not permit, sanction or endorse libel, slander or defamation of any person's character and/or work on the CBB Listserv. We do not permit, sanction or endorse libel, slander or defamation of any agency or program on the CBB Listserv. The appropriate means of registering a complaint about a professional who you believe may have violated professional standards is to obtain information on filing a complaint at <http://www.op.nysed.gov/opd/complain.htm>. The appropriate means of registering a complaint about an agency or program is to approach the agencies or programs licensing bodies as to the steps to take for filing a formal complaint.

8. DISCLAIMER

The opinions and views expressed in the CBB Listserv belong exclusively to the individual posting. NYSSCSW does not endorse, promote, or accept any responsibility for, the views, opinions, information, or recommendations posted, whether posted by NYSSCSW, or by any other participants of the CBB Listserv, or any other third party. In no event shall NYSSCSW be liable for any direct, special, indirect or consequential damages, incidental, or any damages whatsoever resulting from loss of use, data or profits arising out of or in connection with the use or performance of any information posted on this Listserv.

NYSSCSW does not filter e-mail group messages for viruses and/or other malware. It is the responsibility and requirement that all CBB Listserv participants have recent and updated Anti-Virus software on their computers. NYSSCSW is not responsible for any damage, loss of data or productivity due to virus/malware activity that may be inadvertently delivered via this Listserv.