Helpful Hints and Guidelines for Branches Listserve

(Purple text is new.)

Listserve Purpose
The primary function of the Branches Listserve (or Branches List) is for national WILPF US and WILPF US branches to be able to relay WILPF news and information, issue committee information, branch action items, and other WILPF announcements of broad interest to WILPFers. Because the monthly electronic newsletter, the eNews, reaches more members directly, it – not the listserve – is the preferred means for publicizing WILPF items known sufficiently in advance. WILPF members who wish to receive the eNews but do not currently should email info@wilpfus.org and include a phone number, in case further contact is needed.

Primary Responsibility of Listserve Members
Only a limited number of WILPF members receive the Branches Listserve, so branch liaisons (who are subscribed to the Branches Listserve based on their role of communicating listserve information to their branch) are the connection for listserve posts reaching the rest of the branch members. The liaisons are responsible for relaying to their branch and/or branch members information pertinent to them. (When possible, branches are strongly encouraged to have separate individuals for branch liaison and branch contact.)

To be eligible to be on the listserve you must keep your WILPF US membership current. Also, please be sure to notify info@wilpfus.org if your email address changes!

Guidelines for Listserve Posts
The Branches Listserve is viewed directly by dozens of WILPF US members, and its emails are forwarded to hundreds of others. Please follow these guidelines to maintain the usefulness and the decorum of the listserve. Failure to do so, especially in either a repeated or a substantial way, may lead to being removed from the listserve without notice.

1. Posts to the Branches Listserve primarily should be to publicize WILPF activities or actions. Occasionally it may also be appropriate to post about items on topics strongly related to WILPF issues and actions that are likely to be of broad interest. However, the WILPF US listserve is not to be used to promote membership in organizations or groups that are not part of the official WILPF US structure.

2. We rely on the Branch Liaisons to read all posts (emails) to the listserve as well as to pass information along to their branches. Consequently, we seek to avoid excessive “listserve traffic” that can lead to the listserve emails being disregarded or even deleted unread. To avoid excessive traffic –
   • Please do not reply to all. Please check to whom your reply is going to avoid accidentally replying to all.
   • Please limit the number of your posts to the listserve. (Please use the eNews to publicize WILPF items known sufficiently in advance, tho’ a reminder close to the event may be appropriate.)

3. In case a reader has a question about something in a listserve post, when you are posting, please remember to include in your email the contact information for obtaining more details.

4. Listserve posts should be concise, with the contents being only about the announced event, link, etc.
5. The listserve is not a “discussion” listserve. Comments concerning WILPF functioning or leadership are inappropriate to the listserve. They may be directed to the specific leaders or members of the committees involved and/or be addressed within the business of those committees.

Program-related discussions, when related to the issue committees, may take place in the relevant issue committee. Additionally, the “Soapbox” portion of the monthly One WILPF Calls is a discussion forum.

6. The contents of Branches Listserve posts reflect on WILPF US. Language in posts should be civil and posts should be consistent with the WILPF International principles, purpose, and Code of Conduct, as well as the purpose of the branches listserve. Listserve posts should not attack or insult WILPF members. If you have an issue to raise about a WILPF US practice or a person connected to WILPF, please contact President@wilpfus.org or info@wilpfus.org.