

LISTSERVS

[Executive Committee:]

Through the University's internal email system, the Association maintains two listservs: *RFA-Announce* and *RFA-Net*. All Members of the Association receive messages posted to *RFA-Announce*, whereas only Members who are subscribed to *RFA-Net* receive messages posted there.

RFA-Announce

- 1) The *RFA-Announce* listserv (formerly *RFA-Members*) is one means by which the official business of the RFA can be communicated to Members.
- 2) The President, the Vice-President External, and the Executive Director – Member Services and Administration shall be authorised to post items on *RFA-Announce*. During periods of Negotiations, the Chair of the Negotiating Committee may also be authorised to post on *RFA-Announce*.
- 3) Messages sent on *RFA-Announce* reflect the official position of the RFA Executive.
- 4) Executive members who use *RFA-Announce* to communicate to Members do so in their official capacity as members of the Executive of the RFA.
- 5) Normally, members of the RFA Executive ought to correct misinformation or respond to queries posted on *RFA-Net* by responding on *RFA-Net* and not by using *RFA-Announce*.
- 6) Any other request to post messages on *RFA-Announce* must be made to the Executive Director – Member Services and Administration, who will bring the request to the attention of the President and/or the Executive Committee for a decision.

RFA-Net

- 1) *RFA-Net* is a listserv established to facilitate dialogue and respectful debate among Members of the RFA. Members shall be automatically subscribed to the listserv, but may unsubscribe by
- 2) At the beginning of each semester, the President shall post the guidelines for use of the listserv.
- 3) Members of the Executive are both members of the RFA, and members of the Executive. As such, they should be free to enter debate and discussion on *RFA-Net* in their capacities as RFA members, however such postings are not to be considered official RFA policy or positions. Indeed, members of the Executive should make it clear that they are writing in their capacity as RFA members and not as members of the Executive.
- 4) Executive members should feel free to respond to questions and queries as well as misinformation on *RFA-Net*. However, when responding they ought to make it clear that they are doing so as one member of the Executive Committee.