

## PFLAG Phoenix STEERING COMMITTEE Email Group

Group Name	Group Title	Group Administrator
pflagphx-sc	PFLAG Phoenix Steering Committee	Mike Crum
Group Description		
This email list serves to facilitate prompt communication between members of the PFLAG Phoenix Steering Committee (SC). It is intended as a fast way to disseminate information quickly to all SC members, and to facilitate email "discussion" of items/issues that need resolution or advancement prior to the next scheduled bi-monthly SC meeting.		

### INSTRUCTIONS: How to Use Our Steering Committee Email List:

- **To send a new message to ALL members** of this group:
  - Address your email to: [pflagphx-sc@yahoogroups.com](mailto:pflagphx-sc@yahoogroups.com)
- **To send a reply message to ALL members** of this group:
  - Click on 'reply', type your message, and click on 'send'
  - *Note: Your reply message will be automatically addressed to the whole group (i.e., "pflagphx-sc@yahoogroups.com" will appear in your "To" field).*
- **To send a reply message to SPECIFIC individuals** (i.e., not to the full group):
  - Click on 'reply', REMOVE "pflagphx-sc@yahoogroups.com" which appears automatically in your "To" field, then specify the individual(s) you want to send your reply to

### ADDITIONAL INFORMATION:

- To learn more about the pflagphx-sc group:
  - Visit: <http://groups.yahoo.com/group/pflagphx-sc>
  - *Note: Currently, we do not use any other Yahoo Group functions other than to send/receive email messages within this group.*
- To unsubscribe permanently from this group:
  - Send an email to: [pflagphx-sc-unsubscribe@yahoogroups.com](mailto:pflagphx-sc-unsubscribe@yahoogroups.com)
- To view and modify all of your Yahoo groups:
  - Visit: <http://groups.yahoo.com/mygroups>

*See the following page for our Steering Committee Email Group Guidelines.*

## Steering Committee Email Group Guidelines

**GOALS:** As administrator of this email group, I have three primary goals:

- To use this email group to quickly share important information, alerts, etc., to all SC members;
- To encourage group discussion (via email) on important topics/tasks pertaining to our chapter;
- To balance the need for group discussion with the need to keep unnecessary messages to a minimum (i.e., to prevent email 'overload').

To advance the above goals, the following email group "guidelines" have been established. They are only "guidelines" (i.e., they are not intended as hard "rules" ). Please use your best judgment and if ever in doubt, ask before posting to the group.

### **GUIDELINES:**

#### **Sharing with Individuals vs. the Full Group:**

- If you need to alert the full group to something happening or something that all group members will want to know, send to the full group.
- If, however, you need to let one person (or several project subcommittee members) know about the task/project you all are working on, send to the individual(s) involved only—and any other key group members you need to inform.
- If you only want to inform others (and don't want/need comments from the group), state up front in your message "FYI only." (or something similar).
- If you want input/feedback from others, state up front in your message "Please respond with comments/feedback." (or something similar).
- If you need responses by a specific date/time (for time-sensitive matters), state up front in your message "Please respond by (date or date/time)." (or something similar).
- If you need to attach a document to share with the full group, please try to send it as a "PDF" file (so that everyone can open and view it). If you do not know how to convert your document to "PDF" format, send it to Mike who will convert it for you (or show you how).  
Note: This only applies to document files (e.g., Word, Excel), not graphic image files.

#### **Responding to Group Messages:**

- If someone sends a message and asks for responses, send your reply to the full group IF the full group needs to be aware of your response (e.g., to continue a group discussion of an issue pertinent to the full group).
- If only the sender needs to know your response (e.g., a call for volunteers by an event coordinator), reply directly to the sender only.
- If someone sends a message to the full group asking if there is interest in a particular event/task/etc. by other group members, only send a reply if you ARE interested (i.e., if you are NOT interested, the sender will know that by your lack of a response).

#### **Conducting Group Email "Votes":**

Occasionally, the Steering Committee will need to make a decision (as a group) between scheduled SC meeting dates. For example, an opportunity may suddenly arise to participate in a joint ad campaign with another organization if we commit XXXX dollars by XXXX date. When such a situation arises, a SC member should create an email message that accomplishes the following:

- Specifies up front that "this message is intended to conduct an official SC vote"
- Specifies the specific question to be decided (must be a "Yes" or "No" question, or specific to "Options A, B, C...")
- Specifies the date/time which all email votes must be received (i.e., we try to always allow three days from the date/time the original message is sent, unless a shorter time is dictated by the deadline of the situation).
- Includes explanatory background information so that the other SC members have sufficient information about the question to be voted upon. (SC members are free to ask additional questions before voting by the stated deadline.)
- Once the stated deadline arrives, the decision is made depending on the majority of email votes received. (For example, if only 10 replies are received...out of a possible 20+...and 6 voted "Yes", then "Yes" is the majority and "Yes" is the final decision of the group).

Please be patient when a group member fails to heed one (or more) of the noted guidelines above (e.g., when replying to a group message, it's easy to forget to reply only to a specific individual (when the situation calls for that), so please overlook it if you occasionally receive a reply message that does not pertain directly to you).

These guidelines will be posted to the group from time to time as new people join our email group and as a periodic 'gentle reminder' to existing group members.