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Approved date:

Supersedes date:

Review Date:

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### **Policy 8.5 Policy for UUFC Email Listservs**

Provided by the Communications Committee

#### **Purpose**

UUFC Email listservs are developed in order to open, or expand, lines of communication between Fellowship staff or committee chairs and UUFC members/friends. A listserv managerial group consisting of the Communications Committee and its Board liaison, will set up and monitor all UUFC email listservs.

#### **“About UUFC”**

The UUFC listserv called “About UUFC” will be an announce-only communication tool, primarily for committee chairs and church staff to send out information about UUFC events or requests for volunteers. It will be a low-volume, text-only (no attachments), monitored list for church-related activities only, with little or no cross-talk.

“About UUFC” will be created by exporting email addresses from the directory database. This means that everyone who is a member or friend of the UUFC and has a working email address, will automatically be put on this listserv. Everyone will be given instructions on how to unsubscribe from the list. Each message posted will explain how to unsubscribe at the bottom. A procedure will be adopted that will ensure that “About UUFC” and email addresses in the UUFC database remain consistent.

#### Things that may be posted to “About UUFC”:

- Important notices from the office, minister, staff or board relating to UUFC function.
- Notices from committees about important UU-sponsored events or fundraisers.
- Website links that provide more information for UUFC-related events.
- Requests for volunteers

#### Things that will **not** be posted to “About UUFC”:

- Advertisements for non-UUFC events
- Diatribes, complaints or other comments that would be more appropriate to a blog
- Direct communication to an individual or committee.
- Attachments or images!
- Please, no forwarded messages; Important information can be cut and pasted into a new message which will be much easier for the list members to read.

There will be one or more designated monitors for “About UUFC”, appointed by the listserv managerial group. The monitor’s job will be to monitor traffic, review appropriateness of postings, communicate with the office administrator to keep directory

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listings current, and help groups or committees set up additional listservs to fill their group's needs.

**Other email listservs**

An additional email group may be formed to be a "Members Only" list. Its purpose would be to reach all UUFC voting members who would need to vote on a critical issue (and would be used only as needed, once or twice a year). In addition, individual committees, covenant groups or any group of individuals wanting a discussion group, may opt to form another listserv. Such a group or committee should propose their list to the email listserv managerial group.

Not known if adopted by the Board of Trustees