

Guidelines for BIG Region XI List Serve 2010

Any and all information to be posted to the List serve should be sent directly to the Region XI Communications Chair at Loverna.Johnson@dss.mil, with a “copy” to the List serve Manager, Mr. Raymond Eldridge, bigcomrxi@yahoo.com and the Regional Council President Michelepeyton@msn.com . Additionally subscribers should not attempt to send out information via the List serve without following the proper procedures.

“Subscribers please do not respond directly to items posted to the List serve using the List serve address because the response will go to everyone on the List serve”.

Below is a list of the most “Frequently Asked Questions” (FAQ) for the BIG Region XI List Serve.

1. What kind of information can be sent over the List serve?

Information sent via the List serve should be "relevant" to BIG, Region XI Chapters and the Region XI Council Members. However we will allow information such as job postings and other correspondence that will benefit the membership. When information is sent please ensure that it has been verified, has a point of contact, free from typos as well as all of the other unnecessary items in the email.

We will accept information from Chapter Communication Chairs, Regional Representatives and members however all information being sent should go through your Chapter President prior to posting.

Note: Please use good judgment and follow the List serve guidelines and your own Agency restrictions when sending information, **because agencies do monitor!**

2. Can attachments be sent over the List serve?

Yes, you can send attachments. However, please keep them to a minimum in quantity and size (**less than 1MB**). If possible, include the information as part of the message.

3. What is a “List serve”?

A List serve, sometimes called a discussion group, is just a mailing list and in this particular case, an electronic mailing list for the members of Blacks In Government within Region XI.

4. Do you know the purpose of the BIG Region XI List serve?

The BIG Region XI List serve was created on February 25, 1998 by the Region XI Council (RXIC) to organize and manage a list of its members who represented their Chapters and who were Regional Council Representatives.

It allowed them to communicate with each other more efficiently and effectively. It has subsequently been expanded to facilitate information sharing by any member within BIG Region XI. Thus, it allows subscribers the ability to receive, read and post pertinent information.

5. In addition to Chapter Presidents and Regional Representatives, can other BIG members subscribe to the List serve?

Yes, any BIG member within Region XI can subscribe to the List serve.

6. Who should subscribe to the List serve?

It is recommended that each Region XI Chapter President and all of the Regional Council Representatives be subscribers.

7. How do you become a subscriber to the List serve?

If you wish to subscribe to the List serve, send an e-mail to the List Serve Manager, Mr. Raymond Eldridge, on (bigcomrxi@yahoo.com), with the following information: your name, current e-mail address, day time phone number, chapter name and your position in the Chapter or Region.

8. How do I UNSUBSCRIBE from the List serve?

When you want to unsubscribe from this List, send a message to bigcomrxi@yahoo.com Include the text "unsubscribe" in the subject line and command in the body of the message: unsubscribe BIG-REGIONXI

Remember

Your responsibilities as a subscriber is to share “relevant information” with other members and in some instances your supervisor, inform the List serve Manager if there are any changes to the information provided in #7 above; to monitor your emails so you do not exceed your storage capacity (especially "hotmail" subscribers); and **last but not least, to follow all of the above List serve guidelines.**

*******Note*******

In the very near future information will be sent out to our members via the List serve in reference to our members beginning to utilize the region’s website to obtain and post their information. The region website is located @ www.bigrix.org .