



BLACKS IN GOVERNMENT  
REGION XI COUNCIL  
COMMUNICATION COMMITTEE  
LIST SERVE GUIDELINES

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## Guidelines for BIG Region XI List Serve 2010

### *Region XI List Serve Guidelines.*

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All information to be posted to the List serve should be sent to the Communications Chair, Rochelle Bryant at [Rochelle@eobdesigns.org](mailto:Rochelle@eobdesigns.org) and CC: the Regional Council President, Michele Peyton at [Michelepeyton@msn.com](mailto:Michelepeyton@msn.com) and the List serve manager, Mr. Raymond Eldridge at [bigcomrxi@yahoo.com](mailto:bigcomrxi@yahoo.com).

At no time should any member attempt to send out information via the List serve without following the proper procedures.

### *PROCESS AND SUBMISSION PROCEDURES*

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List Serve emails will be sent every **Monday and Wednesday**, during and once a week during the holidays (**postings need to be in by Noon Saturday for a Monday Posting and Noon Monday for a Wednesday**) Information considered Time Sensitive by the committee will be sent within 24 hours of receipt.

### *Information must be post ready and include:*

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- **Subject\title\event**
- **Event date, Time and Location**
- ***Must include* paragraph describing event between 30 - 500 words or less, If more then 500 words please copy to an attachment**
- **Attachments: Please include web address if available and limit attachments to pdf or locked documents.)**
- **Event contact information**
- **Contact information as it should appear in "Submitted By: Name , Title and Chapter"**

**\*\*\*Emails will be returned to sender if not received in format above\*\*\***

# **FREQUENTLY ASKED QUESTIONS (FAQ) FOR THE BIG REGION XI LIST SERVE.**

## **1. DO YOU KNOW WHAT A "LIST SERVE" IS?**

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.

## **2. 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 Regional Council Representatives and allow them to communicate with each other more efficiently and effectively. It has subsequently been expanded to facilitate greater information sharing by any member within BIG Region XI. Thus, it allows subscribers to the List serve the ability to receive, read and post pertinent information.

## **3. WHAT KIND OF INFORMATION CAN BE SENT OVER THE LIST SERVE?**

The information sent via the List serve should be "**relevant**" to BIG, Region XI Chapters and the Region XI Council Members.

However we will allow limited time sensitive information such as job postings and other correspondence that will be of a benefit to the membership. When information is sent to be posted, please ensure that it is ready to be posted without all of the other unnecessary items in the email.

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

## **4. 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 or provide a web link.

## **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, just send an e-mail to the List Serve Manager, Mr. Raymond Eldridge, on ([bigcomrxi@yahoo.com](mailto:bigcomrxi@yahoo.com)), with the following information: your name, e-mail address, day time phone number, chapter name and your position in the Chapter or Region.

### ***UNSUBSCRIBING***

When you want to unsubscribe from this List, send a message to [bigcomrxi@yahoo.com](mailto:bigcomrxi@yahoo.com) . Include the text "unsubscribe" in the subject line and command in the body of the message: Unsubscribe BIG-Region XI List Server

### ***8. WHAT ARE MY RESPONSIBILITIES AS A SUBSCRIBER TO THE LIST SERVE?***

Your responsibilities as a subscriber is to share “**relevant information**” with other members, 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.

### ***Facebook***

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Did you know Blacks In Government is on facebook? BIG has a fan page and has been on facebook since the last NTC in Baltimore. Log into facebook and search **Blacks-In-Government-BIG**

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