

## **EVA BC LISTSERV GUIDELINES AND AGREEMENT**

### **What is a Listserv?**

A listserv is a way of communicating with a specific group of people through email – an electronic mailing list. Members send an email message to a central email address, and the message is reviewed by the listserv moderator and, if approved, it is sent to all of the group's subscribers. The email can also contain attachments. Responses from other subscribers also go out to the entire group.

### **Membership in EVA BC Listservs**

EVA BC runs several program-specific listservs, and a listserv for executive Directors and administrators. Membership is limited to anti-violence workers in MPSSG-funded Stopping the Violence Counselling (STV), STV/Multicultural Outreach, and Community-Based Victim Service (CBVS) programs that are current EVA BC members. There is also a Community Coordination listserv for people participating in a Community Coordination for Women's Safety (CCWS) group.

### **Message Content**

The listserv is intended to provide members with a useful forum for sharing information, asking questions, and participating in important discussions with colleagues across the province.

Any message sent to the listserv should contain original, useful information or relevant questions for other members. Please only post messages that are specifically concerned with anti-violence work. It is the responsibility of individual group members to respect the following guidelines.

Members of the listserv are encouraged to:

- Exchange information and news
- Request information from and ask questions of other members
- Exchange resources

- Discuss and clarify work-related issues
- Develop common positions and strategies on issues facing survivors of violence and the programs that serve them
- Include a clear and specific subject line in any emails to the listserv
- Include your signature and contact information in your posts (and replies to posts), if you want other members to be able to contact you directly

We ask that members of the listserv **do not** post:

- Jokes, “spam”, forwards, fundraising requests, etc.
- Promotions of a business or service, or sales and marketing messages
- Job postings (There is a page on the EVA BC website for job postings at [endingviolence.org/job-postings](http://endingviolence.org/job-postings))
- Fee-for-service trainings
- Messages that are not substantive, for example, posts that simply say “Thanks”, or “I agree”.
- A reply meant for just one person, such as the sender of the original message (in such a case, please send a direct message to their individual work email)
- Messages that are meant for EVA BC staff
- Confidential or sensitive information
- Missing women bulletins (we do not have the ability to fact check them)
- Regional information and/or resources not applicable to the entire province. Please remember that this is a province-wide forum that is not suited for promoting local events.

### **Confidentiality**

Please remember the listserv is NOT a confidential forum, although we ask that you respect the privacy of other members who post messages to the listserv. Do not copy any message from the listserv to a non-member without the permission of the author. Do not post the name of any client, or any information that could identify a client. Think carefully before sharing personal information about yourself.

## **Message Format**

Please limit the length of your posts. If you are referring to an article in your message, either quote briefly from it or direct others to where they can read it themselves.

## **Etiquette**

Please communicate in a polite and respectful manner. Listservs are collaborative, professional discussion forums. Members may not post derogatory, harassing, harmful, offensive, or knowingly false information to the listserv.

## **Is your post best suited for the listserv?**

Some discussions are better continued outside the context of the listserv. This may be the case if the topic is highly confidential or sensitive, or if two or more members have begun a discussion that is outside the area(s) that the listserv is meant to discuss. In these cases, it is asked that members connect with one another directly and not use the listserv. If it is unclear whether another listserv member is comfortable with being emailed directly, please ask permission first.

## **How to post and respond to messages on the listserv**

You can only send messages to and receive messages from the listserv that you are a member of. **To post on the listserv**, simply send your message in an email to the listserv that you belong to. Your message will come to EVA BC staff to be moderated and posted province-wide in an email.

EVA BC runs three different program-specific listservs, and a listserv for Executive Directors / Administrators:

- Community-Based Victim Services: [bcasvacp-cbvap@vancouvercommunity.net](mailto:bcasvacp-cbvap@vancouvercommunity.net)
- Stopping the Violence Counselling: [bcasvacp-stvlistserv@vancouvercommunity.net](mailto:bcasvacp-stvlistserv@vancouvercommunity.net)
- Stopping the Violence Outreach and Multicultural Outreach: [bcasvacp-stvoutreach@vancouvercommunity.net](mailto:bcasvacp-stvoutreach@vancouvercommunity.net)
- EVA EDs: [evabc-ed@vancouvercommunity.net](mailto:evabc-ed@vancouvercommunity.net)

**NOTES:**

- Executive directors cannot sign up for a program-specific listserv unless they are also carrying an active caseload.
- Senior program managers can sign up for the ED/Administrators' listserv with the permission of their ED.

To join the listserv for cross-sectoral coordination initiatives, you must currently be a member of a CCWS group. For more information about this listserv, please contact [ccws@endingviolence.org](mailto:ccws@endingviolence.org).

When someone posts a message on the listserv, it appears in your in-box as an email. **To respond to a message on the listserv**, simply hit "Reply" to email your response. *Please note that hitting either "Reply" or "Reply All" will send your message to the entire provincial listserv.* If you want to respond only to the sender, please use their individual work email.

## **LISTSERV USER AGREEMENT**

I agree to the following conditions of my membership and participation in an EVA BC listserv:

1. I agree that I will follow the above guidelines for members, and any changes to those guidelines that may be sent from time to time.
2. I will ensure that any advice or information that I post to the EVA BC listserv is accurate.
3. I will not post to the EVA BC listserv any statement which I know to be defamatory.
4. I will not post any information that is confidential.
5. I understand that any information or advice that I receive from the EVA BC listserv, including legal advice, is part of the efforts of the members to help each other work effectively, and that I am responsible for any use I make of this information or advice in my work.
6. I understand that the listserv is NOT to be used to ask questions of EVA BC, and if I have a specific question or concern about EVA BC I will contact them directly.
7. I understand that EVA BC, through the moderator(s), is responsible for monitoring EVA BC listservs.
8. I understand that EVA BC cannot guarantee that the listserv will be error free or uninterrupted, or that it will meet any specific requirements that I may have.
9. I understand that I am solely responsible for any statements which I post to the EVA BC listserv, and I agree to hold EVA BC and the other members of the listserv harmless from any legal consequences resulting from my statements.
10. I agree that EVA BC shall not be liable for any indirect, incidental or consequential damages caused by the use or operation of the EVA BC listserv, or any websites or other services provided by EVA BC, and I hereby release EVA BC staff and any institutions with which they are affiliated from any and all claims of any nature arising from such use.
11. I agree that if a message to the EVA BC listserv defames me, I will not sue EVA BC, its staff, or members of the listserv (other than the author of the defamatory email).

12. I understand that if I do not adhere to the terms in this agreement, my membership in an EVA BC listserv may be revoked.

To comply with Canada's Anti-Spam Legislation (CASL), we require all listserv members to subscribe for membership. Please note that you may unsubscribe from the listserv at any point by emailing [programsupport@endingviolence.org](mailto:programsupport@endingviolence.org).

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