April 20, 2001

Operational Guidelines for MUNFA-NEWS

1. Purpose of the list: the distribution list will make bulletins and announcements that are of interest to MUNFA members available via an electronic distribution system through MUN's LISTSERV software.

2. Postings shall be made only by a member of the MUNFA staff or one or more members of the Executive.

3. Information Bulletins, announcements, and other documents will be posted only after receiving individual approval from the MUNFA Executive Committee.

4. The list has been set up to allow no posting by anyone other than specifically authorized individuals, to prevent the kind of informat chatter that often takes place on such discussion lists. Traffic will be one way only.

5. The distribution list will be managed by Bill Schipper for the time being. He will handle the technical side of keeping the subscriber list up to date meanwhile, and will handle inquiries from subscribers about subscriptions.

6. Subscription to the list is for MUNFA members. If a mailing has to be restricted to bargaining unit members only, this can be done quite simply.