

How to Use the Listserv

To post a message on a Listserv(s), send your message to the applicable email address for that listserv and it will be immediately forwarded to the entire list of peer group members. Be sure to include a signature line with your email address identifying yourself as the originator of the message.

If you want to add, change or delete your email address from a particular listserv, send an email message directly to info@leadingageil.org. Specify which listserv you are referring to in the Subject Line of your e-mail.

Listserv Use Instructions

Please follow these instructions when using the listserv. Doing so will assure responsible use when participating in this virtual community and will avoid the sending or receiving of excessive and/or unwanted emails. The listserv will be much more beneficial to all participants if these instructions are followed.

1. Always include a clear and concise "subject" word or phrase in your initial e-mail posting to the listserv, so others in the group can follow replies easily. Limit your message to one subject. When addressing a new topic, post a new message with a clear, concise subject.
2. Use your "reply" button ONLY if you want to send a response to everyone. If you wish to communicate or respond only to the sender click on their email address located in their signature or cut and paste the sender's e-mail address and "subject" into a new e-mail message.
3. Never post responses to all those on the listserv if your message is really directed just to one person. Listservs are **not** to be used as a means of personal communication between two persons. Misusing the listserv in this way burdens others with unwanted e-mail.
4. Always be sure every message you send to a listserv ends with your personal "signature" or "footer" that includes your individual E-MAIL ADDRESS. Why? When using a listserv, your individual address will not appear in a recipient's "from" field. Result: a person who wants to communicate with you directly isn't able to do so.
5. Minimize the use of non-productive responses that will be sent to everyone such as "thanks" or other "chit-chat" that would be considered ok, if you were corresponding to just one person.
6. Attachments are acceptable and encouraged. Shared documents need to be posted as an attachment or requested individually to the person making the offer by clicking their e-mail address. When offering to share a document, attach it to your e-mail to avoid individual requests.
7. Listservs may not be used as a venue for marketing your products and/or services including educational programs, events, job postings etc...
8. Never share any protected information or information that breaks antitrust rules such as how much an employee is compensated.

Conditions of Participation for LeadingAge Illinois Listserv Communities

1. Subscribers to any of the LeadingAge Illinois Listservs certify that they are employees of a provider member of LeadingAge Illinois.
2. Listserv postings are not privileged, confidential, or, in the event of litigation, protected from discovery. Therefore, participants should not post any message that they would be embarrassed or concerned to see made public.
3. Listserv discussions should be limited to the business of the member type or discipline for which it was established.

4. The listserv will not be used to send messages such as those containing:

- a. Items for sale.
 - b. Job postings.
 - c. The marketing or advertising of products or services unless such product or service is specifically sponsored by LeadingAge Illinois. This prohibition includes notices of Continuing Education (CE) programs sponsored by any entity other than the Life Services Network Foundation.
 - d. False, defamatory, abusive, indecent, profane, threatening, offensive illegal information or materials, or that may constitute grounds for civil liability.
 - e. Copyrighted materials or information without the consent of the copyright owner.
 - f. Anything that could be viewed as anticompetitive and that may raise issues under antitrust laws. For example, discussing any of the following subjects on the LeadingAge Illinois listserv would raise antitrust concerns and must be avoided:
 1. Hourly rates for any type of staff;
 2. Salaries to be paid to new hires;
 3. Fees that should be charged for a particular service;
 4. Individual costs;
 5. Complaints about individual firms or other statements that might tend to hinder a competitor in any market;
 6. Any other unreasonable limitation on competition.
 - g. Jokes or chain letters.
 - h. Requests for contributions for political candidates or to solicit attendance at partisan events.
5. It is permissible for LeadingAge Illinois staff to use a listserv to gather information that can be used to address concerns that may arise among the LeadingAge Illinois membership.
 6. Material or information obtained via these listservs will not be disclosed to anyone who is not an LeadingAge Illinois organizational member.
 7. None of the information or material obtained from the listserv will be sold or distributed for profit under any circumstances.
 8. All communications on the listserv will be used for business purposes only and in accordance with these procedures. All listservs are subject to periodic audit and monitoring by LeadingAge Illinois staff members.
 9. Users of the listserv may be held individually liable for any communications they send on the listservs, including but not limited to defamatory, discriminatory, antitrust, anti-competitive, false or unauthorized information. Users also must comply with all state and federal copyright, trademark and patent laws and regulations.
 10. By using the LeadingAge Illinois listservs, users agree to indemnify, defend and hold harmless, LeadingAge Illinois, the LeadingAge Illinois Foundation, their subsidiaries, affiliates, staff, officers, agents, insurers, successors or assigns from and against all loss, claims, demands, causes of action, liabilities, and expenses.
 11. LeadingAge Illinois reserves the right, in their sole discretion, to terminate or suspend anyone's access to all or part of this listserv for any reason, including failure to comply with these listserv participation requirements.
 12. LeadingAge Illinois makes no representations, nor do they endorse or guarantee the accuracy, completeness, or timeliness of any statements, opinions, advice or other information posted by users on this listserv. In no event shall LeadingAge Illinois be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data or profits, arising out of, or in connection with, the use or performance of any information sent through this listserv.
 13. This agreement is effective immediately.