



Northern California World Service Area NCWSC List Server Guideline

A. Definitions of Terms in These Guidelines

- The *NCWSC List Server* is the Yahoo Group which serves for communication within Northern California World Service Committee (NCWSC) at <https://groups.yahoo.com/group/ncwsc>
- *Secretary* refers to the Area Secretary.
- *Moderator* refers to persons designated on the Yahoo Group who have privileges designated by Yahoo. The Moderators include the Secretary and the Alternate Delegate. The Secretary is the primary Moderator and the Alternate Delegate is the back-up moderator when the Secretary is unable to fill his/her position. The Moderators are listed as “owners” of the group while serving in their positions and ownership is transferred to the incoming Secretary and Alternate Delegate at the end of the panel. The incoming Secretary may wish to keep the outgoing Secretary on as an owner for a period of time during the transition. The Moderators maintain the membership of the List Server.
- *Bylaws* refers to the Bylaws of Northern California World Service Area of AFG, Inc. (NCWSA).
- *NCWSC or Committee* is the Northern California Area World Service Committee as defined in Bylaws Article VIII, Section 1.
- A *list server* is a program that handles subscription requests for a [mailing list](#) and distributes new messages, newsletters, or other postings from the list's members to the entire list of subscribers as they occur or are scheduled.

B. Purpose of the List Server

- To disseminate information within the NCWSC.
- No business/votes are conducted through the list server.
- Information about upcoming events, facilities arrangements, agendas and minutes, and roster of membership are posted on the list server.
- Members of the Committee can share their experience about problems and communicate other information to members of the Committee.

C. Membership on the List Server

- All members of NCWSC (see Bylaws, Article VIII, Section 1, D), including alternates, are invited by the Secretary to be members of the list server. The group is not discoverable on Yahoo (it is a restricted group) and is open by invitation only. If you are a member of the Committee and wish to join, please contact the Area Secretary (secretary@ncwsa.org). When a member leaves the Committee (at the end of the panel or by resignation), they will be removed from the list server. In addition, any person may remove himself/herself from the list server voluntarily. This can be done at the Yahoo Groups site, by replying to the address in the footer of every message, or by sending a blank email to ncwsc-unsubscribe@yahogroups.com
- While membership is voluntary, it is strongly encouraged that all members of the Committee join because the list server is an easy way for members of the Committee to communicate with each other.
- The e-mail addresses of members of this list are confidential and are not to be used or otherwise shared outside of this list.



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D. Use of the List Server

- Any member may post messages on the list server by sending an email to ncwsc@yahoogroups.com. Attachments are permitted, which requires some self-control and vigilance on senders to not send viruses, spam, non-Al-Anon or inappropriate material. It is requested that you sign your email with your first name and last initial and your position within NCWSC.
- Posts are accepted without moderation. However, if a member violates good standards (posts inappropriately), a Moderator may remove posts and/or require that future posts from that member be approved before posting.
- A simple “Reply” to a post will go to everyone on the list server. To reply to the sender only, scroll to the bottom of the post and select “Reply to Sender” or copy the address of the sender and replace “ncwsc” with that. A Reply will also include the entire original message. If it contains more material than necessary, please delete the extraneous information to create a smaller, neater email.
- A member can choose a delivery option: Individual Email posts as they are posted, as a daily digest, or not receive any e-mail. To view message delivery options, select “Membership”, “Edit Membership”, then “Subscription” on the Yahoo group home page. Users may also modify delivery options by clicking on the appropriate line at the bottom of each email.
- NCWSC members without computer web site access are encouraged to arrange with another NCWSC Committee member to be informed when a posting occurs.

E. Use of the Files section

- The **Files** section has collections of Agendas for Committee Meetings, drafts of Committee and Assembly minutes, the Roster, and other information. Some files are not updated frequently. Check the date of the latest update before deciding to rely on the information. Files are posted by the Moderator.
- When a Moderator posts a file, Yahoo offers to send a notice to the membership, which is suggested.
- Only a Moderator can post to the **Files** section. Anyone wishing to add a document to a File must communicate with the Moderator.

F. Using the Yahoo Group

- To use the Yahoo group create a Yahoo ID and password. It is not necessary to use a Yahoo email account: the list server can be set to send messages to any email address. If you forget your Yahoo ID (necessary to change your settings), a Moderator can look up your Yahoo ID, but you will need to remember your own password.
- Yahoo is supported by advertising. This does not constitute endorsement. NCWSC, like Al-Anon Family Groups, does not endorse or oppose any cause, institution, or commercial enterprise.

G. Anonymity

- NCWSC suggests members not use email addresses that identify the user by including last name or place of employment. Using your last name as part of your email address is forbidden for Alateens. There are many free services that allow someone to create a new,



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not-revealing email address and then forwards emails sent to that address to your usual personal address. We recommend use of such a service if your home email address contains your last name_NCWSC does not monitor the level of anonymity chosen by the member.

- Work emails: Most employers retain the right to review and block any messages going to a work email. To protect the anonymity of yourself and of the other members of NCWSC, please do not use your work email on the list server.

H. Problem Solving

- If you signed up but are not receiving emails, check your Spam or Trash Folder. It would help to add ncwsc@yahoogroups.com to your Contact list or whatever your ISP (Internet Service Provider) uses to identify approved senders. You might want to start by going to NCWSC Yahoo Groups and making sure there actually have been messages sent.
- If you have a question or problem not addressed in this Guideline, send a message to ncwsc-owner@yahoogroups.com. It will go to all the moderators.

I. Other List Servers

- There are other list servers being used in the Area. At this time, they are also on Yahoo groups and operate similarly to the NCWSC List Server. However, they are moderated by other officers and coordinators. They may or may not allow attachments. Signing up for the NCWSC List Server does not have any effect on whether or not you are signed up on the others.
- Coordinators are able to, and encouraged to, create list servers useful to communicate with their district counterparts or to meet other needs.

J. Detailed Instructions

- At the bottom of every email received via the list server there are links and instructions for visiting the group site directly, how to unsubscribe from the site, and Yahoo's documents laying out use agreements. Some subscribers, in some systems, may also have buttons for replying to the sender only or to the entire group.
- If you go to the site, you will be able to see the posts, which Yahoo is naming "Conversations". There are tabs for Photos, Events and Polls, which we do not currently use. In order to see Files, you may need to click on the "More" tab and select Files. Most of the files are organized in folders, and you need to click on the folder icon to see the names of the individual files. Clicking on the file will download that file to your computer, which you can open and print, if you desire, or save to your desktop. If a single click does not function as above, try double-clicking.
- On the top level at the site is an "About" tab, which will take you to a description of the group, the number of members, the number of new members and new messages in the last 7 days, the email addresses to use to post, unsubscribe, subscribe, or contact the List Server Moderator.

K. Information about administrating this guideline

- Prerequisites, Requirements, Skills or Talents Needed



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- Administering this guideline requires the same requirements as that of Area Secretary
- Duties
 - To add new members as they become qualified
 - To remove current members who no longer qualify for membership
 - To monitor messages for adherence to these guidelines
 - To add, subtract or change files as necessary
- Amount of time per month, year or term required.
 - 8 hours at end and beginning (to add and remove members)
 - 1 hour per month (to add and remove members)
- Equipment Needed:
 - Access to a computer