



VMN Admin Info Sheet

Guidelines and Procedures for the Chapter Coordinators Google Group



Virginia Master Naturalists

*This Info Sheet is intended for VMN Chapter Leaders.
Authored by Virginia Master Naturalist State Office*

Explanation and Purpose of this Google Group

The VMN State Office maintains two Google Groups for Chapter Leaders.

- Chapter Coordinators Google Group
- VMN Chapter Board Members Google Group

Each of these Google Groups serves a specific purpose. The Chapter Coordinators Google Group is an email group meant to connect leaders of local chapters with each other, encouraging the exchange of ideas, information, and best practices for leading a successful Virginia Master Naturalist chapter. Membership in the group is optional and individuals must ask to be added. No one is added automatically. Anyone who is a member of this Google Group can send a message to the group email address. The list is owned and maintained by the VMN State Office. If you have any questions, please direct them to: masternaturalist@vt.edu.

The VMN Chapter Board Members Google Group is to provide communication from the VMN State Office to all Chapter Leaders. Every individual who serves on a chapter board is added to this Google Group automatically. Only the VMN State Office can send an email to the group email address. The goals of the VMN Chapter Coordinators Google Group

This Admin Info Sheet will lay out the Guidelines and Procedures for joining and using the Chapter Coordinators Google Group.

Who Should Subscribe

Any chapter leader who is interested in being able to ask questions of their VMN colleagues and learn from their responses and other conversations that take place within the group.

Google Group Policies

Because the Virginia Master Naturalist program is sponsored by the Commonwealth of Virginia and because this Google Group is hosted by Virginia Tech, the group cannot be an outlet for certain types of commentary. Please do not use this forum for political lobbying or advocacy, or to criticize people, agencies, or organizations. Here are a few guidelines to follow:

Do

- Seek advice or provide feedback on issues related to managing and leading a Master Naturalist chapter
- Share files related to chapter management and volunteer training.

Don't

- Engage in political advocacy (e.g., vote this way on this issue, vote for this person, or lobby an elected representative to vote a certain way)

- Write anonymous messages - Please include your name after your message. This is a "private" list, and includes only VMN chapter leaders or former leaders, and a small group of natural resource professionals who are a part of our sponsoring agencies.
- Be rude, insulting, or offensive (to individuals, groups of people, agencies, or organizations).
- Post messages that are not relevant to the topic of coordinating VMN chapters.

An individual may be removed from the Google Group for failure to follow this policy.

Controlling Your Subscription

To Join the Google Group:

1. Send an email to masternaturalist@vt.edu and request to be added to the VMN Coordinators Google Group.

To send a message to the Google Group

1. Open a new email message.
2. In the To: field, type: vmn_coordinators-g@vt.edu
3. Complete the email message as you normally would.

To Unsubscribe:

1. Start composing a new email message.
2. In the To: field, type: VMN_Coordinators-g+unsubscribe@vt.edu.
3. Verify that the subject and body of the message are empty.
4. Send the email message.
5. When you receive an email message with the subject line Unsubscribe request for VMN_Coordinators, open that email message.
6. Follow the instructions in the email to complete the process of unsubscribing.

To Change Email Delivery Options:

1. To log on to and view your VT Google Groups, follow the instructions found here: https://vt4help.service-now.com/kb_view_customer.do?sysparm_article=KB0010540#view
2. Under the link to your group and to the right of your name or email address, from the drop-down list, select your desired delivery setting:
 - a. No email: you won't receive emails.
 - b. Abridged email: you will receive one summary email per day.
 - c. Digest email: you will receive one email for every 25 posts to the group.
 - d. All email: you will receive an email anytime someone posts to the group.

Visit Virginia Master Naturalist: viriniamasternaturalist.org

Visit Virginia Cooperative Extension: ext.vt.edu

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April 2023