



## **Virginia Master Naturalist Program Guidelines and Procedures for the Chapter Coordinators Google Group**

Welcome to VMN\_COORDINATORS-g, the VT Google Groups listserv for Virginia Master Naturalist chapter coordinators and board members. The list is owned by the statewide office. If you have any questions, please direct them to: masternaturalist@vt.edu.

This Welcome message contains information about the purpose and policies for the VMN\_COORDINATORS-g listserv. Please keep a copy of this message in case you need it in the future.

### **Group Purpose**

The goals of the Virginia Master Naturalist Program Chapter Coordinators Google Group are to

- (1) Provide efficient communication between the state Program Coordinator and the Coordinating Committee and Board members of local chapters, and
- (2) Connect Coordinating Committee and Board members of local chapters with each other, encouraging the exchange of ideas, information, and best practices for leading a successful Virginia Master Naturalist chapter.

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.

### **Who Should Subscribe**

At minimum, one Board member (for fully chartered chapters) or one Coordinating Committee member (for chapters working towards their charters) from each chapter should subscribe to the Google Group, but all Chapter Advisors and all Board/Coordinating Committee members are welcome and encouraged to subscribe. This group is not, however, intended for the general membership of the chapters. Many chapters have their own listservs for their membership. The Board or Coordinating Committee member who is subscribed is responsible for sharing pertinent information with the appropriate members of the board, committee, and/or general chapter membership.

### **Listserv Policies**

When using the Virginia Master Naturalist Program Chapter Coordinators Google Group:

#### **Do**

- Remember that this is one mechanism that the state office will use to send out updates on the program that are pertinent to chapter leadership. For these types of messages, we will make an effort to start subject lines with FROM STATE VMN: to help you identify important communications.
- 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.

- Use subject line headings that will help everyone anticipate the content of your message
- Announce continuing education opportunities that are relevant to multiple chapters
- Keep the discussion to topics that are directly related to the coordination of Master Naturalist chapters. You are all busy people and this listserv is not the best forum for general chatter that isn't relevant to chapter coordination.
- Remember to change listserv members as the makeup of your Board or Coordinating Committee changes over time.
- Access the archives via the Web in order to find old messages and files.

### **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 Virginia Master Naturalist Chapter Board members, and a small group of natural resource professionals who are a part of our Steering and Executive Committees.
- Be rude, insulting or offensive (to individuals, groups of people, agencies or organizations).
- Post messages that are not relevant to the topic of coordinating Virginia Master Naturalist chapters.

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

### **Controlling Your Subscription**

#### **To Join the Google Group:**

1. Send an email to [masternaturalist@vt.edu](mailto:masternaturalist@vt.edu) and request to be added to the VMN Coordinators Google Group.

#### **To Unsubscribe:**

1. Start composing a new email message.
2. In the To: field, type: [VMN\\_Coordinators-g+unsubscribe@vt.edu](mailto: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](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:
  - No email: you won't receive emails.
  - Abridged email: you will receive one summary email per day.
  - Digest email: you will receive one email for every 25 posts to the group.
  - All email: you will receive an email anytime someone posts to the group