

# What's a Listserv?



## **Spoiler Alert: It's just a group email!**

Three listservs, previously open only to members of their respective Professional Development Groups (PDG's) are now open for COVID-19 collaboration: **Ed Directors, Nurses, and Res Directors. These groups were formerly just for leaders, but now include ALL personnel in the education, medical, and residential categories who wish to join!** But what is a listserv, anyway? And how to I use it?

### **How to use the maaps listserv process:**

A listserv works just like a group email. You can use it to ask the group a question, share something you've tried, or to respond to someone else's question or idea. Simply type the address for the desired listserv into the To: Box of your email. When a message is posted on a listserv it will show up in your "in box". To reply, use the "reply" feature, no need for "reply all." Type your response and hit "send." If you want to reply to the sender only, compose a separate email to that individual. Otherwise, your response will go to the whole group- which is the point! You can post your own topics, or, from time to time, **maaps** staff members will post questions or ideas for discussion.

### **How to join the listserv:**

Email [Amanda Kane](#) at **maaps** to have your name added to the email listserv group. Please indicate your full name, school, position, and title, as well as which group you'd like to join.

### **Some cautionary notes:**

- ***When starting a new conversation start with a new email with your subject in the Subject box.*** Starting a new conversation by using a “reply to” of an old message will confuse the reader.
- ***When you want to reply to the “sender” alone, please remember to start a new message to that individual.*** The sender’s name and email will be displayed in the original message. Most of you have seen exchanges between me and an individual who has a question just for me play out for the whole group
- ***No messages about salaries, hourly rates, contract rates, tuition etc. can be discussed on an association listserv.*** Nothing to do with money can be posted as it would violate anti-trust laws. Violators will be cautioned once and risk being removed from the list. Your attention to this is much appreciated.
- The **maaps** listservs are for **maaps** members only. Please do not forward or share emails outside of your own member organization.

**Listserv Etiquette:** The **maaps** listserv is a great place for networking, idea sharing, and collaboration, but it's not a facebook group. Please keep it positive, kind, professional, and respectful. Remember, your co-workers, leaders, and colleagues throughout the state are all in this together, and they're all on the thread.

This is a reminder about the Federal Trade Commission rules regarding trade associations.

“Dealings among competitors that violate the law would still violate the law even if they were done through a trade association. For instance, **it is illegal to use a trade association to control or suggest prices of members. It is illegal to use information-sharing programs, or standardized contracts, operating hours, accounting, safety codes, or transportation methods, as a disguised means of fixing prices.**”

<https://www.ftc.gov/tips-advice/competition-guidance/guide-antitrust-laws/dealings-competitors/spotlight-trade>