

Pennsylvania Dietetic Association

Subject: PADA Listserv

Purpose

The purpose of the PADA listserv is to provide a communication link for members of the Pennsylvania Dietetic Association.

Guidelines

The listserv is a communication link for:

- Meeting announcements
- Employment opportunities in dietetics, nutrition, food and other related areas
- PADA Delegate Announcements
- Legislative news
- PADA news
- District Association news
- Updates and inquiries related to dietetics, nutrition, food and other related areas
- CPE opportunities
- Resources

Unacceptable Topics

- No discussing of professional fees or exchanging of fee information
- No attachments
- No pricing discussions
- No jokes/chain letters/junk mail
- No spam
- No virus warnings
- No profanity
- No advertising or promotional messages for products or services
- No unprofessional or unethical messages

General PADA Listserv Etiquette

- Unless someone specifically asks for private replies, a reply to the list should be sent so your response is shared. CC'ing the sender is usually not necessary, but is accepted.
- All discussions should be conducted in a professional manner with respect and appreciation for every subscriber.
- A descriptive subject line should be included in each posting
- The message should be signed with the name, organization, phone number and e-mail address of the sender. Promotional tag lines to a minimum should be kept to a minimum.
- Sometimes it's appropriate to reply only to the original sender. Refrain should be exercised from replying to the list unless the message will be of interest to the majority and contributes to the ongoing discussion. This includes "me too" or "I agree" messages.
- Copyrighted material should not be sent to the list.
- All messages posted to the list are considered private and are not to be forwarded to non-PADA members.

Policy

The PADA listserv are a value-added service for members of the Pennsylvania Dietetic Association. List members who violate the guidelines, policy, or procedure will be removed from the lists.

Procedure

1. The listserv is managed by the PADA listserv manager.
2. To subscribe to the PADA listserv a member sends a message to LISTSERV@LISTS.PSU.EDU In the body of the message the member should write

"Subscribe PADA-L firstname, lastname RD".
3. When the request is received by the PADA listserv manager, membership is verified by: 1. Referring to the PADA Membership Directory OR 2. E-mailing PADA Management office.
4. After membership is verified, the PADA listserv manager processes the request and the member is notified.
5. The timeline should not exceed one week.
6. Annually, the PADA listserv manager submits a listserv membership rooster to PADA management office for PADA membership verification.
7. In order to protect our members from misuse of the listserv, should a violation of this policy becomes apparent, the PADA listserv manager has the right to unsubscribe the listserv member in question immediately.
8. If the listserv member in question requests to re-subscribe to the PADA listserv, the listserv manager will request that a copy of this policy be signed and retained on record for a period of 1 year.