



CAC LISTSERVE – THROUGH GOOGLE GROUPS

What is a Listserv and how will I benefit?

A listserv is an electronic discussion board that enables CAC members who are subscribed to the list to communicate with one another using a special e-mailing program. CAC's Listserv provides a focused opportunity for networking as well as a forum for discussing issues of specific importance to our membership.

What is our listserv address?

CAC_Member@googlegroups.com

What happens next?

Membership in the listserv means instant communication with other members in our community. Your e-mail address has been placed on the special mailing list. If you or others on the list have a question relevant to asthma, the message is posted. All the members of the listserv then receive a copy of your message. They can choose to respond with an answer to your question or contribute ideas of their own. The listserv can be particularly handy for seeking information about referrals in the community as well as for conducting online discussions about clinical, administrative or even philosophical issues related to asthma.

Are the messages reviewed before they are posted?

The message will be posted to the group first and foremost. CAC trusts that each member will use their best judgement for appropriateness of the information being posted. The administrator will review it as well, and if the content seems irrelevant or inappropriate for the group, the message will be removed and the sender will be contacted. If a member has a concern about any of the message, they are encouraged to share their concern with the administrator for further review.

info@chicagoasthma.org

Who can be a member?

Participation in this service is limited to current paid members of CAC. We will verify membership by checking the annual membership lists. You will be removed from the listserv if your membership expires or if you request to be taken off. A member may be dropped from the list if the administrator determines that the member is abusing the listserv opportunity.

CAC Listserv Guidelines and Etiquette:

1. Use your best judgement always.
2. To avoid members feeling burdened by too many messages, postings are limited to:
 - Introduction of self and organization
 - Requests for referral resources
 - CAC specific announcements
 - Member related events and / or presentations
 - Job announcements
 - Links to relevant research articles (but not advertisements)
3. Please remember that our listserv is a private communication portal for CAC members only. Please do not share the content of any posts (via email, social media or conversations) outside of CAC unless expressly approved by the member who posted.
4. Please reply directly to fellow members to thank or congratulate them. There is a "reply to sender" option which is useful. The listserv moderators will reject all thank you messages, as these will not be relevant to the other listserv members.
5. The administrator will periodically review the listserv list and remove individuals with lapsed CAC membership.

Thank you for being a valuable member of CAC. We are looking forward to some interesting, educational conversations!

As always, please contact info@chicagoasthma.com with any questions or request for more information.