

ADATH SHALOM DISCUSSION LIST AND ANNOUNCEMENT LIST POLICY

All members should ensure that they are complying with applicable provisions of the Conflict of Interest Policy when considering to post information on the Discussion List or when requesting that information be posted on the Announcement List.

The "Discussion List" is a forum for discussion and debate between Adath Shalom members on subjects of interest to the members. This can include, but is not limited to, concerns relating to the shul. It can be used to announce personal or family news, to inform people of interesting educational/cultural resources or programs, to comment or offer information on current Jewish affairs, in Ottawa or elsewhere, to ask questions or seek help and to just listen in. The Discussion List is also the appropriate forum for any member to inform other members of a particular event in which the member is directly or indirectly involved. Anyone wanting to share something on the Discussion List that is available on a web site should just pass along the URL (web address).

The webmaster (webmaster@adath-shalom.ca) is responsible for the Discussion List. He/she will not function as a clipping service, and will not post announcements and articles that are received from the United Synagogue of Conservative Judaism, Masorti, the Centre for Israel and Jewish Affairs (CIJA) or other organizations.

When a member subscribes to the Discussion List, he/she automatically receives all messages posted to it by the other users of the List. Any messages sent in reply will automatically go to every other person. The messages themselves are unmoderated -- they will not go through any prior screening. Anyone wishing to join or leave the list shall advise the webmaster.

Announcements are sent via the Announcement List to all members and can only be sent out by the following authorized members:

- President, Co-president or Vice-president- president@adath-shalom.ca

Announcements are of general interest to our members such as information about changes to our services, requests for volunteers in any aspect of the running of Adath Shalom, the issuance of a new policy, the death of a member or annual dues if the information is not in The Bulletin.

Anyone who wants to have an announcement sent out to the congregation must send it to the President, Co-president or Vice-president, who will vet it, decide whether it should be distributed on the Announcement List and, if so, rewrite it if necessary. Any reply to a message received from the Announcement List is only received by the sender(s) i.e. the President, Co-president and/or Vice-president. The Announcement List is not to be used to publicize events or to broadcast information that can be disseminated on the Discussion List.

Rules for general announcements:

- Messages must be of specific interest to our members.
- Information is sent if it is time sensitive and cannot wait for the next Adatah Shalom bulletin to be announced.
- Generally, information will only be sent once.

Adopted by the Board of Directors on December 5, 2021.