

# A Beginners Guide to the MCCPTA E-Lists

May 24, 2006

Last updated July 13, 2010

## **MCCPTA E-Lists**

- MCCPTA maintains six E-Lists. Two of them are currently open to all who wish to subscribe. These two lists are:
  1. **MCCPTA\_Bulletin.**
  2. **MCCPTA\_Delegates.** It is important to note that as decided at the Feb. 27, 2007 Delegates Assembly, only people with voting privileges at a DA will be able to post messages to MCCPTA\_Delegates.
- A detailed description of these two lists can be found in documents on the MCCPTA website. You must make a request to be added to either or both of these lists. Addition is not automatic!
- The other four lists are:
  1. **MCCPTA\_Board**, which is for MCCPTA Board of Directors members only plus the E-Lists/Spotlight Committee and Website Committee Chairs and the MCCPTA Office Manager
  2. **MCCPTA\_Treasurers**, which is for Treasurers of locals only, plus the MCCPTA President and Treasurer, E-Lists/Spotlight Committee and Website Committee Chairs and the MCCPTA Office Manager
  3. **MCCPTA\_Presidents**, which is for Presidents of locals only, plus the MCCPTA President and Vice-Presidents, E-Lists/Spotlight Committee and Website Committee Chairs and the MCCPTA Office Manager
  4. **MCCPTA\_Presidents\_Discussion**, which has the same membership restrictions as MCCPTA\_Presidents.
- Other MCCPTA Officers, Area Vice Presidents and Cluster Coordinators may also request to be added to the MCCPTA\_Treasurers, MCCPTA\_Presidents and MCCPTA\_Presidents\_Discussion E-Lists.
- Local Presidents may request to be added to the MCCPTA\_Treasurers E-List, but will only be added if the local Treasurer is also on the E-List since the point of the E-List is to reach local Treasurers directly.

- Local Presidents may also request that their President Elect or Vice Presidents be added to the MCCPTA\_Presidents and MCCPTA\_Presidents\_Discussion E-Lists, as long as the President is already on the E-List.
- Only local PTA Presidents, Presidents-Elect or Vice Presidents are allowed to post on MCCPTA\_Presidents\_Discussion.
- The MCCPTA\_Treasurers E-List is a moderated E-List, where only local Treasurers may post, but all messages are moderated and require approval before being sent out.
- MCCPTA\_Board is the only list that allows attachments. Any materials posted to the other five lists must be included in the text of the message.

## **E-Lists Moderators and Owners**

- There is one primary moderator, also called the E-Lists/Spotlight Committee Chair, for all six E-Lists who handles all administrative tasks such as adding new subscribers, changing email addresses, changing delivery options, etc.
- For the lists that are ‘moderator post only’ or ‘moderated,’ in addition to the primary moderator, there are other people designated as moderators who have the ability to post messages. These people are: for MCCPTA\_Bulletin – the MCCPTA President; for MCCPTA\_Presidents – the MCCPTA President; for MCCPTA\_Treasurers – the MCCPTA President and Treasurer.
- In addition, for all six E-Lists, the MCCPTA President may appoint other moderators as needed from among the MCCPTA Officers. Finally, since it is recommended that all E-Lists have multiple owners, the President reserves the right to appoint for all E-Lists an additional owner or owners from the MCCPTA Officers or the E-Lists/Spotlight Committee who has knowledge and expertise with E-Lists.

## **Membership Basics**

- Instructions for joining all the E-Lists can be found in the subscription information document and on the MCCPTA website. It is extremely important that you read the instructions carefully and follow them exactly. If there is a problem, contact the moderator.
- As long as they have provided the requested contact information, including an email address (Blue Book information for local’s presidents and treasurers), new Board members are eligible to be added automatically (once contact info is received by Moderator) to the MCCPTA\_Board and MCCPTA\_Bulletin E-Lists as soon as they assume office, Presidents of locals are eligible to be added automatically to the MCCPTA\_Presidents E-List upon assuming office, and

Treasurers of locals are eligible to be added automatically to the MCCPTA\_Treasurers E-List upon assuming office. **However, it is strongly recommended that you request a subscription by following subscription instructions found on the website or there could be a significant delay in being added, since Blue Book information may not be available until the fall. Therefore, all categories of members are strongly encouraged to use the instructions found on the website for the fastest way to subscribe to the E-Lists.** Subscription to MCCPTA\_Presidents\_Discussion is strictly optional.

- Other MCCPTA Officers, Area Vice Presidents and Cluster Coordinators need to also follow the instructions on the website to request to be added to MCCPTA\_Presidents, MCCPTA\_Presidents\_Discussion and/or MCCPTA\_Treasurers – they are not added automatically. The same is true for local Presidents that wish to be put on the MCCPTA\_Treasurers E-List, and that wish to have their President Elect or Vice Presidents added to the MCCPTA\_Presidents or MCCPTA\_Presidents\_Discussion E-Lists.

## **Message Overlap**

- It is important to note that there is minimal message overlap between MCCPTA\_Delegates and MCCPTA\_Bulletin, but the MCCPTA\_Presidents E-List, MCCPTA\_Treasurers E-List and MCCPTA\_Board E-List will have some overlap with the other E-Lists. There will be no overlap with the MCCPTA\_Presidents and MCCPTA\_Presidents\_Discussion E-Lists.

## **E-Lists Moderator**

**[elistsmod@mccpta.com](mailto:elistsmod@mccpta.com)**