

# **Annual Transition of Listserv Membership and Settings**

May 14, 2009

Note: This information sheet is also available on the MCCPTA website:

<http://www.mccpta.net/listserves.html>

## **MCCPTA maintains 5 primary listservs.**

- Three of the listservs are purged yearly, as their membership is restricted to certain categories of PTA officers. These three lists are:
  1. MCCPTA\_Board
  2. MCCPTA\_Presidents
  3. MCCPTA\_Treasurers
  
- The remaining two lists have open membership, and so no one is removed unless they either request removal, or remove themselves. These lists are:
  1. MCCPTA\_Bulletin
  2. MCCPTA\_Delegates

## **Instructions for removing yourself are found at the bottom of every list message.**

- Please reference the document that describes subscription and unsubscription procedures for more details.

## **Transition period.**

- Because of the logistics involved, the month of June has been determined to be the transition period. During this month, new subscribers are added, while existing subscribers remain on the list for continuity purposes until the end of the month (for the listservs that are purged), since most PTAs have their officers terms of office begin on July 1. If your PTA is different or you have a special circumstance, please let the moderator know.
  
- Please be aware that only people that have voting privileges at a Delegates Assembly may post on MCCPTA\_Delegates, so it is **important** to let the moderator know if you are staying on for another year as a Delegate or President. If you have not notified the moderator by July 1, you will be changed to readonly status on the listserv.

- If you are an outgoing Delegate, President or Treasurer, please tell your successors about the listservs when you hold your annual elections, and point them to the information on the MCCPTA website: [www.mccpta.com](http://www.mccpta.com) (and everyone should visit there anyway, for all the great info!) under "Standing Committees" and then under "Listservs Committee," which explains the various lists and how to get on them and use them.
- Presidents and Treasurers that are continuing in office for another year need to let the moderator know.

### **Bouncing email addresses.**

- Finally, please be aware that email addresses that are subscribed to any of the listservs and have been bouncing messages continuously for a year or more, and that have not responded to multiple reactivation requests will be deleted.

### **Listservs Moderator**

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