Thank you for participating in our listserv community! The terms of use below provide guidance on how to best participate in a manner that will contribute to a positive experience for all readers:

**General Guidelines:**

1. Participation on these listservs is limited to staff and CEO members of Philanthropy Massachusetts. If you are sharing access to the list with consultants, it is your responsibility to monitor their use of the listserv and ensure consultants do not divulge sensitive information outside the network.

2. Please be aware of copyright issues on the Internet. Members should not post copyrighted information to the list (e.g., an extended excerpt from a research article). Email messages, like written letters, are considered copyrighted by the author of the message. Therefore, it is inappropriate to forward another person's email message to the list without receiving permission from that person.

3. Some types of postings are prohibited. It is not appropriate to post messages that include advertising of fee-based services or products, chain letters and petitions, and individuals seeking employment. Libelous or profane postings are also inappropriate.

4. The Forum’s lists are configured to reply directly to the original sender. Please do not reply all to listserv messages.

5. When you post a question to the list you assume the responsibility of collating all responses to your query and emailing them back to the list. When someone asks for sample documents on a topic, those with documents to share should send them directly to the person who sent the question and cc the Philanthropy MA’s Network Vibrancy Director, Jessica Berns. Jessica will send a message over the list informing members where and how they can access the materials.

6. You should avoid sending large attachments to the list. Some list members may be concerned with viruses, may not be outfitted to handle large attachments or might be paying for disk space. This list is configured to reject attachments exceeding 300KB. Instead, listserv participants should email large attachments to Jessica Berns so that she can upload the documents to the member resources section on our website and provide you with a link to reference in your listserv message. Alternatively, listserv participants can post the documents on their own websites and provide a link within their listserv message.

7. When someone asks a discussion question that elicits interest from many participants, Philanthropy MA staff will contact the person who started the discussion to determine if a conference call is an appropriate next step. We will then select a date for a call and identify potential moderators and speakers, and announce that information to the network.

8. Recognize the list as a community of diverse thoughts and perspectives. We encourage you to post as often as you wish on issues of interest or concern, but ask you to refrain from treating the list as your personal space. The frequency of your postings may have the unintentional consequence of discouraging broader participation by other members of the online services.
9. Give yourself credit. Identify yourself at the bottom of the message with your name, organization, phone number and email address. This information will help other subscribers respond efficiently to your message.

10. Send messages such as "thanks for the information" or "me, too" directly to individuals, NOT to the entire list.

11. When replying to a message, please quote only as much text of the previous message as is necessary for the context of your message. Delete all text that is not necessary from the previous message, including all footer information.

12. Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

13. Don’t be shy. The success of our listserv depends upon you! Post burning questions, post your best ideas to share, post job openings, post your best practices and accomplishments, etc.

**Legal Guidelines**

Listservs are provided as a service of Philanthropy Massachusetts, which accepts no responsibility for the opinions and information posted by others. Philanthropy MA disclaims all warranties with regard to information posted, whether posted by the Forum or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall Philanthropy MA be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted to this list. Do not use this, or any, Philanthropy MA hosted or provided service to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person’s privacy, or that otherwise violates any law. Philanthropy MA mailing lists or Web services may not be used for creating offensive or disruptive messages, including those containing sexual implications, racial slurs, or any comment that offensively addresses someone’s age, sexual orientation, religious or political beliefs, national origin, or disability. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants Philanthropy MA the nonexclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material. Philanthropy MA reserves the right to terminate access to any user who does not abide by these guidelines.

**POSTING MESSAGE TO PHILANTHROPY MASSACHUSETTS LISTS**

These are the current listservs which Philanthropy MA manages and the address you use to send a message to the entire listserv. Contact [Jessica Berns](mailto:jessica.berns@philanthropyma.org) with any questions.

1. New England Community Foundation CEOs (this the connects you to the National Community Foundation CEO list): [ne-cf-ceos@lists.philanthropyma.org](mailto:ne-cf-ceos@lists.philanthropyma.org)
2. New England Community Foundation Staff: [all-cf-staff@lists.philanthropyma.org](mailto:all-cf-staff@lists.philanthropyma.org)
3. New England Community Foundation FIMS Users: [fimsusers@lists.philanthropyma.org](mailto:fimsusers@lists.philanthropyma.org)
4. MA Arts Funders’ Network: [maartsfundlers@lists.philanthropyma.org](mailto:maartsfundlers@lists.philanthropyma.org)
5. CFO Roundtable: [cfo@lists.philanthropyma.org](mailto:cfo@lists.philanthropyma.org)
UNSUBSCRIBE

You can unsubscribe from lists using the unsubscribe email address specified in each listserv message.

AUTO-REPLY

If you are used to setting up an out-of-office auto-reply feature in your email client, please consider taking these steps to avoid sending this automatic reply to all list participants:

A. Create a rule in your auto-reply section to NOT send replies to any email message with “lists.PhilanthropyMA” in the “To” line.

B. Configure your auto-reply feature to reply only to the individual sender instead of “reply to all”.

PLEASE NOTE: Every email client is different and may require additional or different settings. Please consult with your technical support personnel for assistance in configuring your auto-reply messages.

QUESTIONS? If you have any questions, comments or thoughts, please contact Philanthropy Massachusetts.