

## **Discussion Group Etiquette or “Netiquette”**

AROW has discussion groups (also known as “list serves”) for each of our six committees as well as a discussion group for the entire membership.

The committee discussion groups are designed to provide:

- Continued discussion on topics related to each AROW’s programs and related committees;
- An opportunity to raise questions related to AROW’s programming and related committees;
- A forum to distribute meeting minutes and agendas.

The general membership discussion group is designed to:

- Provide an opportunity to raise questions to the entire membership.
- Announce industry news and updates.
- Job postings

The member group is designed to: (staff use only; members cannot post to nor can they opt out)

- Announce progresses made on behalf of the organization
- Announce meeting dates, agendas and minutes
- Share other AROW specific information

**Below are some things to keep in mind when submitting or responding to the membership or committee discussion groups.**

1. All topics should be related to AROW’s efforts and programs, related committee activities, general recycling and/or waste reduction
2. When submitting please state if responses should come directly back to you or if it should go the whole group, or if no response is necessary.
  - a. When you hit “reply” it automatically replies to the entire group. If your response is intended only for the person who sent the initial comment or inquiry, please change the address appropriately.
3. If you have initiated a discussion and find the reply comments posted to the entire list have become off topic or reach a level of detail that is irrelevant to the general group, please take the discussion out of the discussion group.