

Listserv Guidelines

The ALCA listserv is for our active ALCA members. We are trying to help them with all the info that we send out. All an active ALCA member has to do to join the listserv is contact THE ALCA office at alca@alabancounseling.org. You must contact us. You cannot add yourself.

Please note the following hints that I share in the hope that they will make us all more effective in using the ALCA listserv.

1. Remember the ALCA is a monitored listserv. This means that only the listserv manager(Chip) may place a message on the listserv. By handling messages this way, we filter so that only items which should be of interest to counselors go out to our 1600 listserv listees. If you are not interested in a certain message, simply delete it- if you are Chapter x you may not care about Chapter Y news, but there is no need telling me you are not interested-I am going to continue sending the messages for each Chapter/Division.

2. Do remember that it is impossible to monitor and send according to each individual taste and philosophy/moral conviction. We do well, but occasionally something may go out that you think is unnecessary or that you disagree with. Such occasions invoke using the "delete" button for its intended purpose. While I certainly value and read your personal responses, getting one does not mean that we can only operate the listserv based on your individual concepts. We are a diverse and multi-opinioned group. I always try to be conscious of that fact.

3. If you hit "reply," the message only comes back to me. If you have been "mean" I usually ignore it. Ha! Seriously, if you want to respond to a message, you must respond to the address in the message. DO NOT HIT "REPLY". You are not responding to the message. You are only responding to the listserv manager (Chip). Having to forward these all the time is frustrating.

4. The only way to get a message posted is by sending it to me and asking me to post it. I have been empowered to use my best judgement about whether a message is appropriate to send to all counselors-that is- would the message be of interest to a significant cross-section of our members. We do not distribute advertisements about practices or events that seems to benefit the asker more than the target audience.

5. Listserv messages should be sent in "plain text" (part on body of email message) so that all I have to do is forward it. No attachments. Many, many of our member servers routinely block attachments as SPAM. Even if not blocked, they are often too large for system servers to handle.

6. We do promote events that are not sponsored by ALCA or its chapter/divisions when they appear to carry a possible benefit or interest to our members. We try to avoid promoting events that conflict with planned ALCA events. For example, we are promoting almost nothing that might affect attendance at the Annual Conference either in that timeframe or the Mobile area.

Remember that the ALCA listserv is for our active ALCA members. We are trying to help them with all the info that we send out. We are not trying to reach all those people who do not think enough of what we do to pay their dues. These people eventually get deleted.

This may be more than you ever wanted to know, but reading and trying to adhere to these concepts will certainly make the listserv more effective.

Thanks for tolerating!

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