



PSDA Principals Listserv

The Principals Listserv is a private email service allowing users of the group to broadcast one email to hundreds of individuals simultaneously.

The Principals Listserv is a simple and efficient way for our member company owners to connect with their peers. Owners routinely find their fellow members to be the most vital source of business support and the listserv is a powerful resource facilitating this communication. Discussions on the listserv range from soliciting advice for best business practices, managing difficult business or human resources situations, sharing common information about day-to-day operations or industry-related developments that the list members as a group might benefit from sharing.

Due to the nature of the discussion on the Principals Listserv, access is restricted to owners, partners and C-level executives of active member companies in good standing. (Maximum 3 per company.)

By joining and using this Listserv, you agree to follow the basic rules and guidelines for participation set forth by the PSDA Board of Directors. In order to maintain an effective and collaborative dialog for all participants, PSDA may take action to ensure that these rules and guidelines are being followed.

Listserv Rules

1. All posts must contain a signature tag including your name, company, location, phone number and email address.
2. The discussions on the lists are meant to stimulate conversation, not to create contention. Do not “flame,” challenge or attack others. Flaming includes the making of derogatory comments, ridicule, excessive sarcasm and innuendo.
3. The list is not to be used as an advertising/promotional vehicle. If a discussion is started that concerns an area where you or your company have specific expertise, you may respond to the list, or contact individuals directly with information if you believe it would be helpful.
4. Do not use the list to single out specific individuals or companies by name.
5. You may not discuss actual prices for goods and services.
6. Do not use the listserv to invite the list to join your social network (e.g., Facebook, LinkedIn) or to opt-in to your personal or professional blog.
7. Political opinions, jokes, or email forwards are not appropriate for this forum.
8. Do not include attachments, as they may be viewed as potential viruses by listserv software.



Listserv Guidelines

1. Reply to the entire list only when it contains information that everyone can use. When in doubt, respond directly to individuals – not to the entire list. Respond privately to posts if you have something specific to “sell.”
2. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
3. Clearly state the topic of your post in the subject line to allow other list subscribers to determine which posts are of interest to them and to make it easier to reference archived posts. Change or modify the subject line, as appropriate, when replying to a post.
4. Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
5. 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."
6. When using an Auto Reply message for times you are out of the office, please be sure to “Create a Rule” (this is easily done with Microsoft Outlook’s Out of Office Assistant) that would prohibit sending the message to the list.
7. If you receive a notice that your original e-mail was "rejected" or you received a "delivery error", find out the reason for the rejection before resending the message so people do not receive duplicate e-mails.
8. If you are not certain that your post meets these rules or guidelines, please contact PSDA (psda@psda.org) **before** posting.

Legal Disclaimer

Listservs are provided as a service of PSDA, which accepts no responsibility for the opinions and information posted by others. PSDA disclaims all warranties with regard to information posted, whether posted by PSDA or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall PSDA 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 post any defamatory, abusive, profane, threatening, offensive or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. 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 PSDA the non-exclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material. PSDA does not actively monitor the list for inappropriate postings, and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to PSDA's attention, PSDA will take all appropriate action. PSDA reserves the right to terminate access to any user who does not abide by these guidelines.