



## AUPO Policy: Listserv Usage

### Purpose of Listserv

1. One-way communication to disseminate information to membership group quickly and easily
2. Two-way discussion by members within specific member-group listserv

### Requests to Send Non-AUPO Information to Members

- Requests must be submitted to the AUPO office for consideration and decision. Approved requests may only be disseminated by AUPO staff in accordance with established policies and procedures.
- Members may not disseminate messages, surveys, or materials via the listservs for non-members or other organizations. Requestors should be referred to the AUPO office.
- AUPO will disseminate, if approved:
  - Announcements about awards/grants and opportunities of interest to AUPO members and their faculty, fellows, residents, medical students, and staff
  - Limited announcements about beneficial educational opportunities for fellows, residents, and medical students that are at no cost to the fellow, resident, medical student or the department; subject to approval and at AUPO's discretion
  - AUPO sponsored, co-sponsored and AUPO-facilitated surveys
  - Reports, announcements, and other information of interest to the membership upon request or approval of the Executive Vice President or Board of Trustees
- AUPO will NOT disseminate:
  - Non-AUPO sanctioned or approved surveys
  - Announcements of meetings and educational programs of other societies, organizations, academic programs, and individuals that are not sponsored/co-sponsored by AUPO (approved exceptions noted above)
  - Reports, announcements and other information that is not requested or approved by the Executive Vice President or Board of Trustees
  - Faculty and staff position vacancies (AUPO website is the appropriate site for vacant positions)
  - Fellowship vacancies

### Member Use of Listservs

- The individual Associate Member and Affiliate Councils may use their listserv to disseminate announcements and other information pertinent to their constituents that meets the criteria listed above for the things that AUPO will and will not disseminate. Questions about appropriateness should be referred to the AUPO office before distributing.
- Requests to send information to other AUPO listservs must be submitted to the AUPO office for consideration.

**Disclaimer:** *AUPO retains the right to decline to disseminate information via its listservs for any reason. In the event that AUPO becomes aware of any violations of these policies and procedures, or other activities that violate the law or jeopardize its tax-exempt status, AUPO will take appropriate action, at its discretion. AUPO reserves the right to terminate, without prior notice, the listserv access of any user who does not abide by these policies and procedures.*

Approved June 30, 2018