



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 340.1

Procedure Name: LISTSERV® Communications Procedures

PROCEDURE

LISTSERV® Subscribers

- All ICSEW representatives and alternates shall be added to the LISERV®.
- Other parties expressing an interest in ICSEW events and newsletters shall be added to the LISERV®.
- The chair (or designee) shall be responsible for assisting LISERV® subscribers through the LISERV® Web site (<http://listserv.wa.gov/>).
- The ICSEW chair and vice chair shall be listed as LISERV® owners in the List Configuration portion of the LISERV® website.

LISTSERV® Messages

Any ICSEW member may send messages to the LISERV® within the following parameters:

- Messages related to ICSEW business at hand.
- Messages related to issues the ICSEW is studying.
- Messages requesting professional assistance for members and alternates or an employee of the agency the member and alternate represent.
- Job announcements may be posted ONLY when the recruitment bulletin is not readily available on the careers.wa.gov website
- ICSEW event and training information.
- Messages that reasonably relate to the purpose and goals of the ICSEW.

The ICSEW chair or the vice chair may assist in determining if a message is appropriate for submission through the LISERV®. The ICSEW chair and vice chair will monitor information submitted through the LISERV® and provide feedback to submitters or membership if needed. Messages will be submitted to the LISERV® through its address at icsew@listserv.wa.gov.

Dissemination of Information

ICSEW representatives and alternates are responsible for sharing information posted through the LISERV® with their agencies according to agency policy. New ICSEW representatives and alternates should ask their former agency representative how they previously shared information within their agency.

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If information was not shared throughout their agency in the past, the representative and alternate shall request instructions from the agency or institutional head (Secretary, Director, Administrator, etc.) or their designee on the preferred method for disseminating information.

Note: Each agency is different in how they disseminate ICSEW information. The options vary from forwarding LISERV® messages agency-wide to posting information on the agency's intranet.

RELEVANT LAWS/RESOURCES

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