

**Florida Health Sciences Library Association (FHSLA)**  
**Policy and Procedures**

**DISCUSSION LIST COORDINATOR (4/2014)**

The Discussion List Coordinator will be appointed by the President, with no definite term of office.

**Duties:**

1. Receives information from the Executive Committee, or from any members of the association who are members of the Discussion List.
2. Checks with the President if there is any question of the appropriateness of any communication for the Discussion List.
3. Sends out a set of Guidelines to new subscribers.
4. Receives new email addresses from the Treasurer.
5. Maintains list of all archived messages.
6. Submits an annual report to the President before the Annual Meeting.
7. Maintains email address list for current members and deletes inactive members following the Annual Meeting.

**Scope of the list will be:**

1. Announcements and news about FHSLA from officers and committees.
2. Announcements of new material on the FHSLA homepage.
3. Discussion of possible FHSLA activities/projects.
4. News about health science libraries and librarians.
5. News from Consortia of health science libraries in Florida.
6. Job postings for Florida health science library positions.
7. Information about continuing education opportunities.
8. Florida-related reference questions.
9. Reminders of upcoming FHSLA events.

The Discussion List is confidential, meaning that its existence is not publicized on any Internet list of lists.

The list is open only to FHSLA members.

FHSLA and the discussion list host accept no responsibility for the opinions and information posted by users.