

## **Listserv Coordinator**

Approved: February 2021

### **Purpose:**

The Listserv Coordinator is responsible for maintaining and moderating the New England Archivists' listserv, NEA Discuss.

### **Term of Office:**

Three years. Non-voting member of the Executive Board.

### **Major Duties:**

- Moderates the organization's NEA Discuss listserv. In consultation with the Inclusion and Diversity Committee, ensures that all list members abide by the NEA Code of Conduct (<https://www.newenglandarchivists.org/Code-of-Conduct>). Takes appropriate action when the code has been violated, following established policy and procedure.
- Updates Discuss listserv membership every two years by consulting the Membership Secretary's current list of active members. Removes inactive members following established policy and procedure.
- Submits a quarterly report to the Board.
- Attends a minimum of one Executive Board meeting per year.
- Manages all records generated through this position in accordance with the NEA Records Schedule  
[https://newenglandarchivists.org/resources/Documents/Records%20Schedule/NEA\\_Records\\_Schedule\\_Final\\_2015.pdf](https://newenglandarchivists.org/resources/Documents/Records%20Schedule/NEA_Records_Schedule_Final_2015.pdf).
- Serves as an ex-officio member of the Executive Board.