

North Carolina Bar Association LISTSERVs & Forums

In June 2005, the North Carolina Bar Association (NCBA) added the NCBA Forums as a communication tool for **ALL NCBA members and non-members with Internet access**. Forums provide an excellent compliment to the NCBA's 90+ LISERSVs, which have been used since 2000 but are limited to LISERSV participants only. This document (1) compares the features of NCBA's LISERSVs and Forums AND (2) identifies online references with more detailed information and/or demonstrations on how to use these tools. **NOTE:** Some of the links listed below are restricted to NCBA members only, and they will be prompted to log in to access this web-based information.

NCBA LISERSVs

1. **Available 24 hours a day** for each of the NCBA's 28 sections (general & council), four divisions (general & council), 40+ committees, other leadership groups (e.g., BOG), and some special interest legal areas (e.g., diversity).
2. **Email mailing lists set up for specific groups** of members:
 - a. **Section/division council and ALL committee members** are automatically subscribed to their LISERSVs and participation is **mandatory**.
 - b. Participation on the **full section/division LISERSVs** is **voluntary** and historically averages only 30%. **NOTE: *Section/division council members are strongly encouraged to join the voluntary full section/division LISERSVs, so they can monitor, participate in and/or initiate LISERSV discussions.***
 - c. Transmitting a **broadcast email** to ALL section/division members is the best way to communicate with them to ensure the message is sent to ALL active section/division members with current email addresses in the NCBA's membership database.
3. **Self-monitored by LISERSV participants**.
 - a. Group leaders and staff liaisons (e.g., List Owners) are responsible for enforcing the LISERSV user agreement:
<http://www.ncbar.org/listServ/userAgreement.aspx>.
4. **Managed by L-Soft, the NCBA's LISERSV provider:**
 - a. Costs the NCBA approximately \$10,000 each year for maintenance (\$3,000; fixed) and usage (total number of messages) of the NCBA's 90+ LISERSVs.
 - b. Each LISERSV is also managed separately; therefore participants must subscribe/unsubscribe and change their email address or delivery options for each LISERSV they participate on.
5. **LISERSV participants can:**
 - a. Receive LISERSV email messages:
 - i. When they are sent, which is the "**Regular**" subscription/delivery setting.
 - ii. Once a day as a "**Digest**" or list of that day's messages organized by topic.

- b. Transmit messages to all LISTSERV participants by sending an email to the associated LISTSERV email address. The message is screened for an approved email address participant and viruses before transmission to the LISTSERV.
- c. Review a list of past LISTSERV messages or “**archive**” for that group by:
 - i. Selecting the LISTSERV archive link on the associated section/ division/ committee/ ... website
 - ii. Choosing from the list of section/division LISTSERV archives:
<http://www.ncbar.org/listServ/linksList.aspx>
- d. Update their LISTSERV user information at any time using the LISTSERV “**Subscription Manager**” (<http://www.ncbar.org/listServ/intro.aspx>) to:
 - i. Subscribe and/or unsubscribe from a LISTSERV
 - ii. Change their LISTSERV email address
 - iii. Update their LISTSERV subscription/delivery options

NOTE: Each LISTSERV is managed separately; therefore participants must change this information for each LISTSERV they participate on.

NCBA Forums

1. **Available 24 hours a day** for each of the NCBA’s 28 sections, four divisions, and other areas of interest to legal professionals (e.g., diversity, local bar services, technology).
 - a. **Approved** group members must choose to join/participate in their forums.
 - b. **Group leaders** are strongly encouraged to join their group’s forums, so they can monitor, participate in and/or initiate Forum discussions.
2. A **powerful and centralized Web-based communication tool** that can be:
 - a. Used to provide valuable information to anyone with Internet access including all NCBA members and even non-members.
 - i. Members have to periodically check forums and/or set up automatic email notifications to view their forums.
 - ii. Transmitting a broadcast email about important Forum discussions or polls is the best way to communicate with all group members (e.g., section/division) to ensure that all group_members with current email addresses in the NCBA’s member database are notified.
 - b. Set up for specific groups of members with the following types of discussion forums for each forum area of interest/categories (e.g., section, division, etc.):
 - i. **Section Members Only, Division Members Only, Committee Members Only** forums: Viewing and participation is restricted to members assigned to that group only AND forums are NOT visible to non-group members.
 - ii. **All NCBA Members:** Viewing and participation is available to NCBA members only AND forums are NOT visible to non-NCBA members.

- iii. **Open Forums:** Viewable by anyone (e.g., non-members) AND only approved members from the associated group can start discussions or make comments. **NOTE:** *Open Forums are not being used at this time.*
- c. **Forum categories and/or types:**
 - i. Are only displayed/visible for approved members.
 - ii. Can be quickly:
 1. Added for any membership category listed in the NCBA membership database (e.g., committees, section/division councils).
 2. Deleted as required if usage is a concern (e.g., Open Forums).
3. **Managed by the NCBA's IT staff** on the NCBA's website at NO cost. A member's Forums account is used for ALL Forums; therefore any changes are automatically made for ALL forums.
4. **Self-monitored by Forum participants.**
 - a. **Group leaders and staff liaisons** are responsible for enforcing the Forums user agreement: <http://www.ncbar.org/myNCBar/myForums/userAgreement.aspx>.
 - b. **Group leaders** are strongly encouraged to join their group's forums, so they can monitor, participate in and/or initiate Forum discussions.
5. **ALL NCBA members can:**
 - a. Review any "Open Forums" and "NCBA Members Only" forums after logging in
 - b. **Join a Forum** if they are an approved member of the associated group: <http://www.ncbar.org/myNCBar/myForums/index.aspx>
 - c. Comment on existing discussions or start new discussions after creating a forums account: <http://www.ncbar.org/myNCBar/myForums/myAccount.aspx>
 - d. Review their forums at any time by selecting the:
 - i. "_____ Forums" link in the left-hand navigation panel of their group's website (e.g., section, division, diversity, local bar services, technology).
 - ii. "myForums" link in "myNCBar": <http://www.ncbar.org/myNCBar/myForums/myMembership.aspx>
6. **ALL Forum participants can:**
 - a. Review and participate in active online discussions in a Web environment that resembles the LISTSERV archive with discussions/threads organized by subject and the day/time they were submitted.
 - b. Select to receive automated email announcements:
 - i. Whenever a new discussion is started
 - ii. For specific discussions they are interested in.
 - c. Reply online using their forum name or anonymously, as well as privately to the topic's originator only.
 - d. Attach pictures and documents to forum discussions for immediate reference.

- e. Access a list of their personal forum posts and private messages.
 - f. Determine the amount of personal information to add in their forums account.
7. **Approved Forum participants** (e.g., group leaders and staff liaisons) can:
- a. Survey participants about topics of interest to their group by posting online polls.
 - b. Delete inappropriate discussions/posts.
 - c. Post their discussions at the top of their group's forums list.
8. **Non-NCBA members can:**
- a. View "Open Forums" discussions. **NOTE:** *Open Forums are not being used at this time.*
 - b. NOT post comments OR start a new discussion to preclude inappropriate comments and/or use of the forums.

Need HELP?

Contact an NCBA staff member during our normal working hours of 9:00am – 5:00 pm, Monday – Friday OR review the online references listed below at anytime.

- Section/Division Staff liaisons: sections@ncbar.org; (919) 677-0561 or (800) 662-7407
- ALL staff liaisons: <http://www.ncbar.org/about/staffContacts.aspx>; (919) 677-0561 or (800) 662-7407
- IT Staff: support@ncbar.org; (919) 677-0561 or (800) 662-7407
- "HELP PAGE": <http://www.ncbar.org/help/index.aspx>

ONLINE REFERENCES

LISTSERV

- General Description: <http://www.ncbar.org/listServ/index.aspx>
- FAQs: <http://www.ncbar.org/listServ/faqs.aspx>
- Subscription Manager: <http://www.ncbar.org/listServ/intro.aspx>
- Archives: <http://www.ncbar.org/listServ/linksList.aspx>
- Tips & Etiquette: <http://www.ncbar.org/listServ/tipsEtiquette.aspx>
- User Agreement: <http://www.ncbar.org/listServ/userAgreement.aspx>

NCBA Forums

- General Description: <http://www.ncbar.org/news/1/758/index.aspx>
- FAQs, Tips & Etiquette: <https://portal.ncbar.org/forums/languages/en-US/docs/faq.aspx>
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- Demos for creating an account, starting a discussion/thread, generating a poll:
<http://www.ncbar.org/myNCBar/myForums/index.aspx> **
- Forums access: <http://www.ncbar.org/myNCBar/myForums/myMembership.aspx> **
- User Agreement: <http://www.ncbar.org/myNCBar/myForums/userAgreement.aspx> **

NOTE: ** = Members only