

# Member Responsibilities

Revision 13, 2008-09

## I. Communication:

**It is the member's responsibility to read all information in full and to its entirety. We are not responsible for problems caused by members not reading all information presented. We WILL cite this document should a member contest a situation stated in here.**

1. AMSA members must have the minimum computer requirement as stated by the University of Florida. Such requirements include use of an e-mail account, internet access, and Adobe Acrobat Reader.
2. It is the responsibility of the member to check his/her e-mail account at regular intervals. Members must check e-mail at least once every three days.
3. A subscription to the UF Premed AMSA listserv is a mandatory requirement for all members. The listserv provides critical information about events and reminders. The listserv is Announce-Only, controlled by the Executive Board. Members do not have the ability to post any messages. All information on the listserv will be posted in a timely manner to the best of our ability. At least a three day notice will be given for changes in general events unless an emergency occurs.
4. It is the member's responsibility to maintain the e-mail account to which they subscribed. We are not responsible for any missed messages as a result of a member not checking his/her e-mail for Listserv posts. **A Gatorlink UFL e-mail address is required.** The listserv will automatically terminate a subscription should any message be unsuccessfully sent to the member's e-mail account. Should a subscription be terminated, the member must subscribe once again and should take measures to prevent a future termination.
5. The listserv subscriber list will be purged immediately before Fall semester applications become available. Since the application is required for all members in the fall, all members will be automatically re-subscribed to the listserv upon completion of the application. Members who do not wish to receive posts during the summer semester should unsubscribe upon termination of their local membership at the end of Spring semester.
6. Members must ensure that they are receiving e-mails from committee directors to which they belong. It is the member's responsibility to notify directors of such problems. E-mail is the primary form of communication for committee announcements. It is the member's responsibility to find out information missed due to a missed meeting. Directors may choose to send a "follow-up" e-mail to members describing the meeting.
7. To complement the listserv and committee e-mails, the UF Premed AMSA website <http://www.ufpremed.org> is available to members. The website is constantly updated for members' benefit. Under the "Upcoming Events" section of the webpage, information about ALL meeting dates, times, and locations may be found. Under the "Archived Events" section of the webpage, past events and information about them are posted. Should a member miss a general meeting, (s)he must visit the AMSA office to obtain a copy of the AMSA newsletter, *Lifelines*. Should a committee meeting be missed, detailed information for members can be obtained by contacting the committee directors. It is the member's responsibility to visit the website at regular intervals to stay updated on AMSA activities.
8. Due to imposed listserv restrictions, members may not post to the listserv.
9. The e-mail account [questions@ufpremed.org](mailto:questions@ufpremed.org) has been set up for member inquiries, comments, or complaints. If a committee issue is involved, please attempt to contact the corresponding director first. Members may use this e-mail account for feedback on any

aspect of our organization. This account is to be used for inquiries including membership status, listserv status/problems, general meeting attendance issues, and other questions of this nature. If a response has not been received within **72 hours** of the initial e-mail attempt, the member's inquiry was NOT received. (S)he must re-send the e-mail. All e-mails successfully received will be guaranteed a reply within the allotted 72 hours.

10. ANY and ALL information stated ANYWHERE at any point is subject to change. In such a case, notification will be sent through the listserv, website, or other various means with as much prior notice as possible. A minimum three day notice will be given for critical changes affecting all members. Directors may possibly notify members as well through e-mail.

### **Summary**

- You need a gatorlink email account, and you must be subscribed to the listserv to stay on top of AMSA events and announcements
- You committee directors will email important information to you. Read it.
- Listservs are purged before Fall applications open
- If you have questions, comments, or concerns, email [questions@ufpremed.org](mailto:questions@ufpremed.org) and allow up to 72 hours for a response.