

# IECA TalkList Subscriber Agreement



This form must be read, signed, and returned to IECA before you can be subscribed to the IECA TalkList.  
Fax to: 703-591-4860; E-mail to: Sue@IECAonline.com

## PART 1 - Confidentiality

The IECA TalkList is a private, closed discussion forum for the exclusive use of IECA professional, associate, and student members. Only IECA member consultants can read or post to the TalkList. The forwarding or sharing of content on the IECA TalkList beyond the IECA membership is forbidden without the author(s)'s prior and specific written permission. IECA staff will immediately terminate the TalkList access of anyone who violates this confidentiality standard and will then refer the matter to the IECA Committee on Ethics & Professional Practices, initiating a formal grievance procedure that may result in suspension of or removal from membership.

## PART 2 - Appropriate Content

The IECA Talklist is a professional communications forum, and postings should address professional issues of interest to the membership or to a substantial subgroup within the membership. Postings that are self-promotional or that promote events in which the author has a financial stake are not acceptable. Personal postings and one-to-one responses should be directed to individuals, not the entire list. The posting of jokes is discouraged. Because IECA is a Section 501(c)(6) organization, the TalkList may not be used as a forum to discuss or advocate for candidates at any level. IECA staff will contact anyone who violates these standards, and repeat offenders may lose access to the Talklist and may be referred to the IECA Committee on Ethics & Professional Practices for further action.

## PART 3 - Appropriate Inquiries

The IECA TalkList is a resource and a learning tool, and as such, members are encouraged to seek advice and input via the TalkList and are encouraged to respond to inquiries in the same collegial spirit. However, inquiries may not take the place of, and should not appear to be in lieu of the independent research and work that are necessary aspects of every consultant's practice. Nor may inquiries represent an attempt to gain quick information to assist a client in a specialty area that is beyond the scope of one's practice or expertise. IECA staff will contact anyone who violates these standards and repeat offenders may lose access to the TalkList and may be referred for further action.

## PART 4 - Format for Postings

To maximize the efficiency and usefulness of the TalkList:

The subject line must begin with the specialty area(s) involved:

"College..." (or School..., LD School..., RTC..., Wilderness..., Grad School..., Summer..., General Interest..., Business Issue, etc.);

The posting must include the author's first and last names, IECA status (Professional or Associate member), city, state, and any additional contact information at the discretion of the author, preferably at the end of the posting.

In addition, all **inquiries** should also include:

- An opening sentence briefly stating the type of assistance sought.
- A concise explanation of the case without compromising the client's right to confidentiality.
- A summary of research already done.
- An indication that a summary of suggestions received will be posted (if that is the intent).

## PART 5 - Collegiality

Subscribers to the TalkList are expected to communicate professionally and respectfully. Members should refrain from making negative assumptions about an author's intentions or responding to inquiries in an accusatory or contentious manner. All concerns about postings should be directed to Sue (Studnicki) DePra at Sue@IECAonline.com for appropriate follow-up. IECA staff will contact anyone who does not conduct himself or herself appropriately, and repeat offenders may lose access to the TalkList.

## PART 6 - Liability

IECA TalkList postings, like all communications, are subject to a variety of laws (i.e. Defamation, Copyright, Antitrust). While IECA cannot be held liable for TalkList content, individual authors can be held liable for postings, so be sure to include only truthful statements and opinions. And while IECA will work hard to maintain the confidentiality of the TalkList, confidentiality is not and cannot be guaranteed. Subscribers should use good judgment and caution when posting to the TalkList.

My signature here indicates that I have read and agree to abide by this IECA TalkList Subscriber Agreement. I understand that if I violate any of these policies I will be subject to the indicated consequences.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

E-mail address for subscription: \_\_\_\_\_

**I prefer to receive the TalkList in this version (circle one):** a) Receive individual messages as they are posted; b) Daily Digest; c) MIME-format Daily Digest