

THE NINETY-NINES, INC. STANDARD OPERATING PROCEDURES

eNetworking

The Ninety-Nines currently has a Networking Forum using Google Groups.

The primary purpose of The 99s Email Network is the educational discussion and productive exchange of information on topics pertinent to The Ninety-Nines and 99s members.

This forum is for 99s members only and is moderated, i.e. emails are reviewed before being posted.

The eNetworking group is under the direction of the Information Technology Chairman.

99s Webmaster (or her designated web liaison)

The 99s Webmaster, or the Web Liaison designated by her, is responsible for maintaining the webpages of information and sign-up for the eNetworking Forum and addressing technical issues relating to the web server and internet provider.

Network Administrator

The Network Administrator is responsible for data entry and membership verification. As new or reinstating members are added to the membership database, they are sent an invitation to join the Group.

Any 99 not currently a member of the group, may request access by following the instructions on the website (www.ninety-nines.org/email-networks.htm). This process will send an email to the administrator who will then verify their membership or reply with the reason the request is not being accepted. If accepted they are then subscribed to the group

Network Moderators

Network Monitors are responsible for monitoring discussion and postings. They will send private, reminders to members who need them; reminding them and reinforcing the Policies and Code of Conduct and Netiquette which are available on the website at www.ninety-nines.org/email-networks.htm.