

# MRC Discourse FAQ and Guidelines

Upon a recommendation from the Massachusetts MRC Steering Committee, an online message board has been created to facilitate peer-to-peer communication between unit leaders. This board will provide a space for MA MRC unit leaders to share upcoming events, best practices, ask questions of one another, and get to know each other outside of statewide and other meetings.

## Frequently Asked Questions

*Is this message board private?*

Yes. The message board is only visible to message board members.

*How do I get a membership?*

Sign-up using this link: <https://forms.gle/PxbVfGK1y9gCbsWr9>

*I have signed up for a membership but haven't been emailed my invitation yet.*

Check your spam folder and make sure the invitation is not there. If you still have not received it (within 2 business days from your request), please contact RVA staff at [massachusettsmrc@gmail.com](mailto:massachusettsmrc@gmail.com)

*What about inappropriate or off-topic postings?*

The site admins reserve the right to remove any inappropriate or off-topic posts. If you have a concern about a post, please contact the admins at [massachusettsmrc@gmail.com](mailto:massachusettsmrc@gmail.com).

## Guidelines for Using the Message Board

*Introduce yourself.*

Get to know the other unit leaders and help create a positive environment.

*Ask questions.*

If you find something confusing or want to know more, do not hesitate to ask questions.

*Make sure to post your questions in the appropriate thread.*

*Participate.*

Do not hide in the background. Contribute to discussions to get as much as possible from other board members.

*Do not dominate a discussion.*

Share your knowledge, but not to the point of excluding others. If you have something to offer, please share it, but allow everyone to contribute equally to a discussion.

*Be tactful.*

Be critical of ideas but remember there are other people involved. Be tactful and kind. You can hurt the feelings of a person reading your post.

*Forgive others' mistakes.*

Do not correct others, even if you follow the rules of netiquette and use good manners. Just because you do not agree with a post does not mean that the poster is wrong. Instead, offer a different perspective to encourage further discussion.

*Read the whole thread before posting.*

Read all the posts in a thread before responding so you don't repeat what others have already said. Try to contribute clarifying information or a new idea to a discussion.

*Be concise.*

Do not waste people's time by posting basic, repetitive information. Make your point clearly and quickly.

*Reread and check your posts.*

Practice professionalism. Be mindful of how you look online; others will likely judge the tone and quality of your writing. Reread your posts and edit for clarity and mechanics.

*Cite your sources.*

If you use a source, cite it properly. Give credit where credit is due. Include links where appropriate.

*Maintain confidentiality.*

Respect your others' privacy. Do not repeat the personal information that others share.

*Report technical problems.*

If the platform is not working properly, please let RVA staff ([massachusettsmrc@gmail.com](mailto:massachusettsmrc@gmail.com)) know as soon as possible.