



This “Best Practices” document is designed to provide board/committee chairs and members helpful suggestions for the effective use of their Community. Basic directions for posting discussions and documents are available in the [Open Forum Library](#). If you have questions, your AMS support staffer can help! If you encounter a technical problem, she/he will seek help from the Community Coordinator.

## Committee Continuity

Discussions and libraries provide a historical view of your committee’s work from year to year and can be an excellent resource for new committee members to learn more about the work that has been done before they came on board. By glancing through discussion posts and library documents, new committee members can easily get a good idea of prior committee conversation and resolutions.

Note that the contents of your Library and your Discussion Posts can be accessed only by your **current** committee members.

## Discussions

The discussion feature is the place for routine discussions and committee business. It replaces email exchanges for most purposes, with the added benefit of keeping all the messages organized in one location that is easily searchable. Please note that any files attached to discussions are automatically added to the community’s Resource Library.

## Resource Library

Your community’s library is an excellent place to share large files, store working documents, and search for useful content. Some examples of documents that should be posted to your Library include:

- a. Committee white papers or other reports
- b. Committee reports to the Executive Committee or Council
- c. Meeting minutes and calls to action
- d. Upcoming meeting agendas

You can add documents to your Library at any time. All attachments posted to discussions are also archived in your committee’s Resource Library.

## Events and Announcements

Information about upcoming meetings, workshops, webinars, etc. should be promoted via the Events tab, while information that is not especially time-sensitive (i.e. Our committee is looking for volunteers!) would be shared as an Announcement. Information on how to use both features is located in the Open Forum Library.

## Notifications

Please be aware that only **Discussions** generate notifications to members (included in the Daily Digest e-mail). Announcements, adding files to the library, and adding events do not generate this notification. We encourage you to utilize the Discussion function to actively notify members.

## @Mentions

The use of @mentions is a helpful way to tag Community members across the site. Start by typing the "@" symbol and then start typing the member's name you want to reference. As you type, a list of suggestions will appear. (Please note: Members who have opted out of the Directory *will not appear* in the suggestions.) Select the desired member from this list of suggestions and the @mention will become a hyperlink to the selected member's profile. Additionally, if you hover over an @mention or any hyperlinked name, a brief user summary will appear in a pop-up box. This is very similar to how this technology is used on Twitter.

So, what does this do? Whenever a member is @mentioned, they will receive an email notification letting them know they've been tagged somewhere on the website. This is useful if you want to be sure someone sees something you've posted.

Additionally, @mentions can be easily removed by hovering your cursor over the @mention and clicking "Remove Reference" from the pop-up box.

## AMS Staff Support

If your committee has worked in the past with an AMS liaison, he or she has been granted administrative access to your community. If you have never worked with a specific AMS contact, one has been assigned to you. You can find contact information for your AMS liaison by scrolling to the bottom of your Community's Home page and selecting "Show Community Administrators" from the dropdown menu.