

LIG & CoI Formation Process

For any questions please contact igservices@itsmfusa.org

Process for Forming a LIG

- Have a general interest in forming a LIG in your area
- Assess local interest. It's recommended that you can work from a list of 75+ names. IG services can assist with this process. A template email can be provided for customization. This is then sent to the area members by IG services to help determine the interest for LIG in the area.
- Identify a minimum of three (3) officers to undertake the primary responsibilities of President, President-elect and Secretary for getting the LIG started. Each person must be a voting member and sign the Affiliation Agreement and Ethics Code of Conduct.
- Submit a letter of intent to the IG Services Manager. Template letter is available from IG Services.
- The IG Services Manager submits the letter of intent to the Director of Member Services for consideration and approval.
- Upon approval, the LIG officers should plan to hold an organizational meeting
- LIG plans and holds a kick-off meeting
- LIG submits minutes and sign in sheet from kick-off meeting to the IG Services Manager

Process for Resuscitating a LIG

- Determine that a LIG is struggling and requires assistance from National
- Contact LIG Leadership to assess what the issues are and what National can do to assist.
- (If it becomes clear that a change in leadership needs to take place as a result of LIG inactivity) The IG Services Manager works with Membership Services to contact members affiliated with struggling LIG to see if individuals would be interested in assuming a leadership position with that LIG
- Current leadership is encouraged to step-down and resign their positions
- Written resignation letters are submitted to the IG services Manager either via email or post
- The newly identified leadership (minimum of three persons) submits a letter of reestablishment to the IG Services Manager. All potential leaders must be voting members and sign the Affiliation Agreement and Ethics Code of Conduct.
- The IG Services Manager submits the letter of reestablishment to the Director of Member Services for consideration and approval.
- Upon approval, the LIG officers should plan to hold an organizational meeting
- LIG plans and holds a kick-off meeting
- LIG submits minutes and sign in sheet from kick-off meeting to the IG Services Manager

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The IT Service Management Forum

Process for Forming a Col

- Determine that there is a specialized area within IT Service Management where the promotion and sharing of knowledge and experience among specific IT professionals would be beneficial and of interest
- Identify two (2) managers to undertake the primary responsibilities for getting the Col started. All managers must be voting members and sign the Affiliation Agreement and Ethics Code of Conduct
- Submit a letter of intent to the IG Services Manager
- The IG Services Manager submits the letter of intent to the Director of Member Services for consideration and approval.
- Upon approval, the Col managers should plan to hold an organizational meeting
- Col plans and holds a kick-off meeting
- Col submits minutes from kick-off meeting to the IG Services Manager