

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 (2) officers to undertake the primary responsibilities of President and Vice President for getting the LIG started. (A Secretary is recommended, but not required). 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. A Letter Template 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 two 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