

Good morning. I hope you are well and enjoying a long hot summer. This message is being distributed to folks who are interested in the success of local ISM programs and may be involved in leading or operating an ISM affiliated organization. Feel free to share this message with other officers, leaders, committee chairs and active ISM members in your area. If this email is garbled, here is a full copy:

**Managing and operating a professional organization is not easy. It takes a dedicated team of volunteers. These are links and information that I hope will help.**

The ISM web includes a lot of material to help leadership team members. In addition, ISM has conducted affiliate leadership training programs. Posted presentations include the “basics” about membership and operations. I highly recommend review to see the latest updates, and changes in ISM operations (link 9 below)

On Monday morning October 17, at the Pacific Northwest Purchasing Conference in Bellevue we will be sharing ISM leadership materials, methods and ideas. All people, who are interested in the continued success of our local organizations, are invited to participate and network. View the Conference brochure for registration information: [2016 Conference Brochure short version](#) or at [www.ismww.org](http://www.ismww.org)

See you at the conference – Mike Taylor C.P.M.

## ISM Resources (rev. 8/2016)

*Resources and suggestions for ISM affiliate leaders. Assembled for my colleagues by Mike Taylor, C.P.M.*

1. Ensure each affiliate leader creates an ISM member login to the ISM web site.  
[www.instituteforsupplymanagement.org](http://www.instituteforsupplymanagement.org)  
(Good idea for all ISM members – there are many member benefits available only if you log in.)
2. Spend some time as a leadership team surveying the available information for leaders.  
(Key links to useful information listed below\*)
3. Schedule a program for members; [ISM Online Resources](#). Show members how to create a login account and conduct a real-time tour of various tools and resources available to members on the ISM web site. Here is an older presentation to give you some ideas. \*  
[http://www.mltweb.com/tools/articles/ISM\\_web\\_site\\_10things.pdf](http://www.mltweb.com/tools/articles/ISM_web_site_10things.pdf)
4. Create a member log –in account –  
<https://ecommerce.instituteforsupplymanagement.org/PersonifyEbusiness/Default.aspx?TabID=71>
5. ISM overview  
<https://www.instituteforsupplymanagement.org/about/?&navItemNumber=4884>
6. ISM FAQ  
<https://www.instituteforsupplymanagement.org/about/content.cfm?ItemNumber=4499>
7. Affiliate Officers Directory {the process to update this list is changing. Contact Melanie Larrimer at ISM for info.}  
<https://www.instituteforsupplymanagement.org/about/AffiliateOfficers.cfm?&navItemNumber=5452>
8. Affiliate membership management online tool  
<https://affmgt.instituteforsupplymanagement.org/afflogin.aspx?navItemNumber=30305>
9. Leadership Training programs May 2016 (ISM training program for affiliate leaders, includes presentation materials )  
<https://www.instituteforsupplymanagement.org/MembersOnly/content.cfm?ItemNumber=30075>
10. Volunteer resources  
<https://www.instituteforsupplymanagement.org/tools/content.cfm?ItemNumber=13027>

11. Administration resources (case studies, forms, dues billing information)  
<https://www.instituteforsupplymanagement.org/content.cfm?ItemNumber=30468>
12. Marketing resources  
<https://www.instituteforsupplymanagement.org/content.cfm?ItemNumber=30467>
13. Templates (name badges, bylaws, membership certificate)  
<https://www.instituteforsupplymanagement.org/content.cfm?ItemNumber=30469>
14. Toolkits (Continuing Education, CPSM, benefits of membership)  
<https://www.instituteforsupplymanagement.org/MembersOnly/content.cfm?ItemNumber=30470>
15. Affiliate Support links (links to key resources for leaders) \*  
<https://www.instituteforsupplymanagement.org/resources/content.cfm?ItemNumber=8565>
16. ISM Governance ( BOD, officers, meeting minutes, bylaws and policies)  
*[Why would I want to read that? Because BOD actions affect our organization. Ex.: the last ISM BOD meeting changed membership policy]*  
<https://www.instituteforsupplymanagement.org/about/content.cfm?ItemNumber=30146>
17. Affiliate web sites ( exchange program and promotional information with other affiliates)  
<https://www.instituteforsupplymanagement.org/About/AffiliateWebsitesList.cfm>
18. ISM Staff contacts  
<https://www.instituteforsupplymanagement.org/contact/?navItemNumber=22448>
19. It's a lot to read and keep up with. Here is a suggestion for one way a leadership team could manage that task.  
<http://www.mltweb.com/prof/communication.htm>
20. You can find more ISM-related programs and information on this page (item 14)  
<http://www.mltweb.com/handouts/index.htm>

\* ISM continues to reorganize their web site. Some links are now obsolete, may have moved or may duplicate other pages.

<http://www.mltweb.com/handouts/index.htm#ism>