Leadership Roles for the ISM Affinity Group

Overview of the ISM Affinity Group’s leadership structure made up of APHSA members.

January 2024
The ISM Affinity Group is supported by a 3-tier leadership team, comprised of:

- Executive Advisory Council
- Regional Representatives
- State & Local Representatives
ISM Affinity Group

Levels of Participation, Representation, and Leadership

Section A (Peter)
- Regions 1-3
- -4 TZ

Section B (Sondra)
- Regions 4-6
- -4-5 TZ

Section C (Rachel)
- Regions 6-9
- -6+ TZ
Section A: Regions 1-3

Region 1
- Connecticut
- Maine
- Massachusetts
- New Hampshire
- Rhode Island
- Vermont

Region 2
- New York
- New Jersey
- Delaware
- Maryland
- Pennsylvania
- Washington, D.C.

Region 3
- Indiana
- Ohio
- Michigan
- Kentucky
- West Virginia
- Virginia
### Section B: Regions 4-6

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<th>Region 4</th>
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<td>North Carolina</td>
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<tr>
<td>South Carolina</td>
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<td>Nebraska</td>
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# Section C: Regions 7-9

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Executive Advisory Council
EAC
The ISM Affinity Group is led by the Executive Advisory Council

- The EAC is comprised of 8 members:
  - Chair
  - Vice-Chair
  - Education Officer
  - Membership Officer
  - Immediate Past Chair
  - Up to three (3) Members-At-Large nominated by the Chair and approved by the EAC

- No one state and/or agency can be represented more than once on the council.

- The Past Chair is a non-voting member of ISM and the EAC.
ISM EAC

Responsibilities to ISM Affinity Group

- Review and approve the submission of proposed changes to the ISM bylaws and other items which require a vote of the membership and which will be acted on at the next general meeting

- EAC may participate in the planning of the ISM Conference and other ISM meetings as requested by the Chair

- Approve plans for ISM’s regional structure comprised of states and territories

- Responsible for conducting the affairs of ISM, consistent with the strategic direction set by the APHSA Governing Board
ISM Chair

2024: Robert Hobbelman

- Oversee and coordinate the business and affairs of ISM

- Appoint members and designate chairs of such committees as may be necessary to perform the work of ISM

- The ISM Chair serves or assigns designees to APHSA leadership entities, including APHSA’s established Leadership Council, as requested

- Preside at all general meetings of the ISM membership and the EAC; may make a report at the general meeting concerning activities of ISM

- Perform all duties necessary to promote the objectives of ISM consistent with the direction set by the APHSA Governing Board
ISM Vice Chair

2024: Heather Abbott

- Assist the Chair in overseeing and coordinating the activities of ISM and shall perform other such duties as assigned by the Chair or by the ISM EAC
- In the event the Chair resigns or becomes incapable or ineligible to serve, the Vice-Chair shall immediately assume the position and responsibilities of Chair for the remainder of the Chair’s term

- The Vice Chair shall also advise the Chair about the content and meaning of the bylaws as requested.
- Attend EAC calls, business meeting, and All-State meetings, at minimum
ISM Education Officer

2024: Eboni Washington

- Responsible for coordinating ISM Conference Planning education agenda on behalf of the EAC
- Content Chair for the annual conference
- Attend EAC calls, business meeting, and All-State meetings, special meetings, at minimum
- Serve as a primary source of information between the APHSA Events team and the ISM Affinity Group
- Inform Affinity Group Call and Special Topic content and learning agenda, act as call host when appropriate to subject
ISM Membership Officer

2024: Mark Allen

- Work with the At-large Representatives to fill state and regional vacant positions
- Attend Section Calls with State & Regional Reps as available
- Attend, host, and help share special calls as available
- Responsible for correspondence and other related matters as assigned by the Chair.
- Attend EAC calls, business meeting, and All-State meetings, at minimum
ISM Officers At Large

2024: Peter Austin (A), Sondra Shelby (B), Rachel Stewart (C)

- At-Large Representatives shall recruit additional affinity group members and oversee the regional and state representatives in their coordination of regional and state meetings
- Attend Section Calls with State & Regional Reps as available

- At-Large members of the EAC shall represent nine regions as divided into three sections East (Section A), Central (Section B), and West (Section C).
- Attend EAC calls, business meeting, and All-State meetings, at minimum
Immediate Past Chair

2024: Tricia Cox

- Act as a non-voting member of the EAC
- Supports the Chair in their leadership of ISM
- Offer general guidance to EAC
- Attend EAC calls, business meeting, and All-State meetings
ISM Regional Representatives

Regional-Level Responsibilities
ISM Regional Representatives

States are divided into regions according to time-zone to enable close coordination and representation.

- The ISM Affinity Group may enlist up to nine Regional Representatives representing each of the nine regions.

- Regional Representatives shall share ideas and foster communications with peers to build partnerships to promote IT solutions that support the mission of human services programs by:
  - collaborating with EAC, State representatives, and APHSA representatives to establish agenda items for the ISM State/Local meetings;
  - attending, at a minimum, quarterly ISM State/Local Representative meetings;
  - sharing learned information from ISM and general APHSA Affinity Group information with your state and/or local human services partners and state peers within your region;
  - attending the Annual ISM Education Conference & Expo; and,
  - participating in federal, state, and local forum meetings.
Regional Representative Responsibilities

Responsibilities to ISM - Regional-Level Representation

- Shape All-State meeting and Special Meeting content
- Recruiting State Representatives and closing vacancies
- Opportunities to serve on conference planning committees and shape conference content
- Main Point of Contact for EAC Section Leads
- Escalate concerns and interests of state and other states in region represented
- Attend Quarterly All-State calls, Business Meeting (State & Local Forum), and annual conference
ISM State Representatives
State-Level Responsibilities
ISM State Representatives

ISM Affinity Group aspires to represent all states.

- State representatives shall share ideas and foster communications with peers to build partnerships to promote IT solutions that support the mission of human services programs by:
  - collaborating with EAC, State reps, and APHSA representatives to plan affinity group meetings;
  - attending, at a minimum, quarterly ISM State/Local Representative meetings (telephonic/virtual);
  - sharing national policy information and best practices from ISM and other APHSA Affinity Groups with your state and/or local human services partners;
  - serving as liaison to, or member of, Conference Planning Committees;
  - attending the Annual ISM Education Conference & Expo,
  - and participating in federal; and, state and local forum meetings.
State Representative Responsibilities

Responsibilities to ISM – State-Level Representation

- Shape All-State meeting and Special Meeting content
- Recruiting State / Local Representatives to join the ISM group/conference
- Opportunities to serve on conference planning committees and shape conference content
- Main Point of Contact for Regional Representatives
- Escalate concerns and interests of state or jurisdiction
- Attend Quarterly All-State calls, Business Meeting (State & Local Forum), and annual conference
Thank you.

Questions?

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