



Membership Guidelines

For Admission of Members, Maximizing Membership, Organization and Termination of Membership.

ILC represents a cross-section of organizations who recognize that to achieve world-class performance we can never be satisfied with the status quo. The strength of the ILC is built upon members sharing with members.

Mission

Iowa Lean Consortium aspires to be a national leader in promoting a culture of operational excellence by connecting our members through world-class learning and networking opportunities.

Vision

Drive competitive performance improvements by expanding Lean culture and sharing lessons learned.

Membership

- 1) Membership is open to companies, organizations and individuals that meet the criteria set forth in these guidelines.
- 2) Each member company or organization shall designate one individual to be its primary representative and one to be its secondary representative to the Consortium.
- 3) Member companies or organizations will be asked to host ILC events, assist other members in their Lean events, and include other members in their own Lean events. The Board of Directors may provide for certain incentives and rewards for members who host events, including but not limited to reduced attendance fees, credits toward future training expenses, and discounted or free admission to special events hosted by the ILC.
- 4) Members may bring a guest 2 times in a calendar year. If it is a free event for members, the charge is \$10 for ½ day event and \$15 for a full day event (to cover food and

materials). If it is a paid event for members, the guest must pay the member rate, with the addition that guests will only be allowed if there is not a waiting list for the event.

- 5) Member organizations that host an ILC event may register for up to 25% of all available seats at a 25% discount from the member fee.
- 6) A \$50 charge will be assessed if a member fails to attend a no-charge event for which they are registered without having provided notice of cancellation per the event cancellation requirements. If the no-show invoice is more than 60 days overdue, no one from that organization can register for another ILC event until the invoice is paid.
- 7) Members are expected to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest when their professional, or business interests conflict with the interests of the ILC. Both the fact and the appearance of a conflict of interest should be avoided.

The following items distinguish engaged ILC members:

1. **Give back:** Engaged members consider how they can give back to the consortium.
 - Volunteer on standing teams or temporary event teams
 - Recommend speakers
 - Service on the board
 - Complete event evaluations
 - Participate in member forums
 - Provide feedback to ILC staff about training needs to shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values.
 - Volunteer to host events/tours at your facility if possible
2. **Core Values:** Engaged members exhibit and promote the ILC core values.
 - **Continuous Improvement**
Quality - Safety - Cost - Delivery - Morale (QSCDM)
 - **Engaged membership**
Sharing, networking, volunteering time, talent, space and resources
 - **Cross Sector Participation**
Varying levels of knowledge and experience with Lean and levels within organizations
 - **Integrity and Trust**
Foundation for sharing among competitive organizations, businesses and consultants

- **Collaborative Learning**
Hands on, experiential learning, teaching/coaching/mentoring
 - **Cultural Transformation**
Everyone, every way, every day
3. **Culture of Sharing:** Engaged members recognize the value in sharing with each other regardless of the stage of their continuous improvement journey.
 4. **Continuous learning:** Engaged members embrace the qualities of a continuous learning organization, evaluating their own performance and assessing the value they add to the consortium.
 5. **Spread the Word:** Engaged members share ILC opportunity with potential members.
 6. **Constructive relationship:** Engaged members form an exceptional partnership with the ILC staff, recognizing that the effectiveness of the consortium and the member are interdependent.

Maximizing Membership

For all members to receive maximum benefit of membership, members are encouraged to:

1. Organizational member contacts should share the member benefits checklist with all employees.
2. Visit the ILC Website: iowalean.org
3. Register for the [Members Only Area](#) on the ILC website. Here you will find:
 - **Member Directory** – with contact information for ILC members
 - **Lean Jobs Board**
 - **Training materials** from past events
 - **Lean tools**
 - **Library** –articles and recommended reading
 - **Members Shared Calendar** – allows you to attend in-house Lean trainings at other member companies at no cost.
4. Join the **Members Only Forum** a vibrant community of Lean practitioners sharing their questions and expertise.
5. [Sign up](#) to receive our E-newsletter and other announcements.
6. [Follow us on Twitter](#)
7. [Follow our LinkedIn Company Page](#)
8. Register for an upcoming training event [HERE](#)
9. Share your membership status with others by placing a member logo on your website or in your email signature. [The logo for this use can be found here](#)

For all members, ILC encourages, as applicable:

- 1) Senior management’s visible commitment and involvement in major events;

- 2) Regular participation of staff in Consortium activities;
- 3) Timely responses to consortium surveys and requests for data (for benchmarking);
- 4) Participation with other members to achieve the Consortium's Vision and Mission;
- 5) Contributions of brief summaries of progress, articles, and information for Consortium brochures or newsletters;
- 6) Open sharing with fellow members via participation in the members' forum, members shared calendar and ILC Events
- 7) Make ILC aware of subject matter experts (SMEs) in your organization who would be effective facilitators for ILC workshops
- 8) Providing facilities for ILC-sponsored meetings, training classes, and workshops; and
- 9) Providing educational content and instructors/leaders when they have expertise for the events specified in (6).

Organization and Management

1. The Board of Directors is responsible for management of the consortium.
2. The Board of Directors is elected by the membership.
3. The Executive Director is in charge of operations and reports to the Board of Directors.
4. More detailed provisions regarding the Consortium's organization and management are set forth in the Bylaws.

Conditions For Termination Of Membership

Membership may be terminated when one or more of the following occurs:

- 1) The member organization or individual fails to pay the membership dues and fees by January 15th.
- 2) The member organization dissolves.
- 3) The member organization or individual requests to be removed as a member.
- 4) Violation of trust of information shared through ILC, including Non-disclosure Agreements.