



Intersect Council Membership Guidelines

Membership in Intersect for Ability allows an organization to build collaborative relationships with multiple agencies, providing opportunities to develop innovative projects in response to the field's current needs. The Intersect Council continuously discusses new areas of need within the industry and seeks collaboration to problem solve. The collaborative focuses its work on evidence-based practice and quality-of-life enhancing interventions and programs.

I. Membership includes

A. Participation in Intersect for Ability Council

1. Development of consensus guidelines, policies, and procedures.
2. Development of areas of focus.
3. Development of collaborative projects.

B. Membership in Intersect Communities of Practice (CoP)

1. Networking and learning from peers at other agencies engaged in a common area of interest or expertise, such as Autism, Clinical, Community Day Programs, Development, Employment Services, Home-Based Services, Human Resources, Quality Assurance, Human Resources, and Residential Services.
2. Collaboration on projects related to the focus of the CoPs.

C. Participation in Intersect Programs

1. Implementation and replication of Intersect programs and services.
2. Participation in the collaborative grant application.
3. All collaborative projects shall include an oversight committee that will address grant participation requirements & expectations and the rights to ownership and financial benefit of all materials produced by the grant.
4. Use Intersect as a dissemination vehicle, with Council approval, for relevant programs, services, and general information.

D. License-free utilization* of all Intersect-generated materials, including

1. Manuals
2. Products and program plans
3. Other materials developed due to special projects

*It is expected that training and programs will be implemented per individual program guidelines.



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II. Intersect for Ability Council Membership Guidelines and Application Process

- A. The Intersect for Ability Council accepts no more than one new Council Member agency every two years, in even years (2022, 2024, 2026, etc.).
 - 1. The Council has decided to bring on one organization every other year because we felt that thoroughly onboarding several organizations simultaneously can be chaotic based on experience. This approach allows each new organization to adopt and learn the Intersect Council's work and culture. We also believe it takes time to build relationships, and we value the trust and relationships we have built within the Council.
- B. To be considered for a Council Membership, a participating agency that expresses interest will be referred by one of the Council Members, must be a participating member in one or more of the Intersect for Ability Communities of Practice, and have worked with at least one existing Council agency on a collaborative project. The collaborative project may or may not be related to Intersect.
- C. If an organization is interested in joining the Council **after** meeting the requirements outlined above in Part B, they are encouraged to complete the following steps:
 - 1. Reach out to a Council Member to discuss questions about membership.
 - a) [List of Council Members](#) (in Collaboration Database)
 - 2. Request and complete a Council Membership Questionnaire.
 - a) [Intersect Council Membership Questionnaire](#)
 - b) Send the completed questionnaire to intersectability@gmail.com
- D. The Intersect Chair and Co-Chair will evaluate all applications received **by May 15th of the application year**. Based on CoP and project participation, length of participation, and strength of participation, the Council Chair and Co-Chair will recommend to the Council at the June Council Meeting. The Council will then review all applicants and decide if one of the prospective agencies will continue to the next phase and be invited to attend the July Council Meeting. All applicants will be notified of the decision within two weeks of the June Council Meeting.



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- E. The prospective organization attends the July Council Meeting - the Executive Director or CEO must be present. After the meeting, the Intersect Council will formally vote on Council Membership. The prospective agency will receive notice of the Council vote within two weeks.

- F. The new organization will host the Intersect Council's September meeting and provide a brief presentation and a tour of the organization (if a live meeting is possible) as a Welcome to the Intersect Council.

- G. The prospective member will participate with an assigned Intersect Council mentor throughout this process in their first year. Mentor organizations will be available to assist the new Council Member Agency in learning more about the Intersect Council and answering any questions.

- H. Application Member Application Timeline - Even Years (2024, 2026, 2028)

Month(s)	Activity
January - May	Agencies interested in joining the Council should <ul style="list-style-type: none"> ● Review the Council requirements above. ● Reach out to a current Council Member (Council Members in the Collaboration Site) to discuss questions about membership. ● Complete and submit the Questionnaire by May 15th (Questionnaire) to intersectability@gmail.com.
June	<ul style="list-style-type: none"> ● The Intersect Council will evaluate the Membership Questionnaires and select one prospective organization to continue to the next phase. ● All other applicants will be notified of the results within two weeks.
July	<ul style="list-style-type: none"> ● The prospective organization will attend the July Intersect Council Meeting with its Executive Director. ● After the meeting, the Council will formally vote on accepting the prospective organization onto the Council. ● The prospective organization will be notified of the results within two weeks.



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Month(s)	Activity
August	No Council Meeting
September	If approved, the new organization will <ul style="list-style-type: none"> Join the Council as a full member in September and host the September Council Meeting.

III. Intersect for Ability Council Membership Requirements

A. Participation in Intersect Council leadership:

1. Regular attendance by a member of executive leadership at Intersect Council meetings is an important part of the collaborative process. Attendance in person is preferred (for in-person meetings); however, attendance via phone or video conferencing is available. An organization may not miss more than two meetings annually and may have no more than three individuals assigned to attend meetings for consistency purposes. Beginning in FY24, a form requiring a signature will be sent to all Council Members at the beginning of June to be returned to the Intersect Scribe by the start of July, acknowledging the attendance policy.
 - a) The Intersect Scribe will send half-yearly updates on meeting attendance so that each organization can keep track of its progress.
 - b) When an organization misses two meetings, the Intersect Chair will call the most senior member of the organization's Intersect Council Meeting participants to discuss the situation.
 - c) If the attendance issues continue, The Intersect Chair will send a written communication to the organization expressing the importance of attending the Council meetings. The written communication will go to the organization's Council representatives and CEO or Executive Director.
 - d) If the attendance situation does not improve, the Council Chair will bring the situation to the Council. The Council will decide whether or not to renew the organization's membership in the Intersect Council at the beginning of the next fiscal year. If the Council decides not to renew the organization's membership at the



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beginning of the next fiscal year, the Council Chair will send an email alerting the organization's CEO of the decision.

2. Executive leadership oversight of or participation in Intersect Council [Focus Areas & Areas of Interest](#), including collaborative projects, CoPs, and other work products, to ensure deadlines are met and commitments are executed.
3. Pay the annual membership fee due at the beginning of the fiscal year following the first year of Council Membership.
4. Host one monthly Intersect Meeting with the CEO/ED of the hosting agency present.
5. The Network follows the State fiscal year, which begins on July 1st and ends on June 30th.

B. Participation in Intersect programs

1. Participation in at least one collaborative proposal and continuation of Membership in Intersect for Ability CoP(s).
2. Adherence to Intersect for Ability guiding principles and consensus documents.
3. Participation in strategic planning, needs assessments, and program and network evaluations that may be implemented.
4. Share manuals, handouts, PowerPoints, etc., for all Intersect-funded initiatives.

Procedure revised: 04.2024



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I acknowledge that I have read the Intersect for Ability Leadership Council Membership Guidelines and am aware of my agency's meeting attendance and engagement requirements. [To be signed by the Executive Director and Meeting Participant(s)]

Date	
Name	
Signature	
Organization	
Title	