



# Service Associate Advisory Committee

## A Career-Building Opportunity



The **Service Associate Advisory Committee (SAAC)**, often referred to as “the voice of the Service Associates,” serves Illinois ASBO by providing input, making recommendations from a vendor perspective and dialoguing with the Board of Directors on key issues.

Service on the SAAC allows you to engage in a deeper way with Illinois ASBO. You become a recognized leader within the Association, stay in the know on the issues school business officials face, form lasting friendships and grow in your leadership skills.

### **Am I qualified to serve on the SAAC?**

SAAC members are chosen by the nominating committee based on a number of factors including:

- Longevity and a record of participation within the Association
- Your geographic diversity
- Company product and/or service adds diversity to the SAAC.

### **How do I apply?**

You can download a SAAC application on the Illinois ASBO Web site at [www.iasbo.tools/SAACapp](http://www.iasbo.tools/SAACapp). Applications are available online in June and accepted through December 15 to begin service on July 1 of the following year. See the participation timeline on the reverse side for more on the application process.

## **What are the responsibilities of SAAC members?**

*All members of the SAAC serve a minimum three-year term and have the following responsibilities:*

- Attend six half-day meetings per year.
- Host the Service Associate Pre-Conference seminar in April.
- Lead the Service Associate Annual Business Meeting at the Annual Conference.
- Help sponsor a networking event at the Annual Conference.
- Welcome and receive feedback from fellow exhibitors at the Annual Conference.
- Oversee the Foundation Golf Outing and attend Pre-Conference Gatherings.

*If you are chosen as SAAC Vice Chair, in your third year of service you will have additional responsibilities:*

- Attend six meetings per year of the Board of Directors and take part in the Member Services and Volunteerism Board Committee.
- Serve on the Editorial Advisory Board (two meetings/year).

*The SAAC Vice Chair moves on to become SAAC Chair in their fourth year and is responsible for:*

- Attending six meetings per year of the Board of Directors and taking part in the External Relations Committee.
- Writing four short articles for the **UPDATE** Magazine and letters of introduction for Annual Conference publications.



“Serving on the SAAC, I have improved my leadership

skills and my ability to see the ‘bigger picture’ for Illinois ASBO and my own organization. It has helped me grow as a leader within my company as well.”

**Stephen Chassee**

**Associate Principal  
GreenAssociates, Inc.**



# Service Associate Advisory Committee

## Sample Participation Timeline



**2015 - 2016** → **2016 - 2018** → **2018 - 2021**

**2015**

Submit SAAC Application by  
**December 15**

**2016**

Interview with nominating committee  
**January or February**

Two chosen candidates approved  
by Board of Directors  
**February**

Annual Conference 2016: Candidates  
approved for three-year term by the Service  
Associate members at the Service Associate  
Annual Business Meeting  
**April or May**

Attend first SAAC Meeting/Orientation  
**June**

**July 2016 – June 2017**  
**Year One**

SAAC service begins  
(see responsibilities on the reverse side)

**July 2017 – June 2018**  
**Year Two**

In the spring of second year, serve on the  
SAAC Nominating Committee. Around this  
time, an electronic vote will take place to  
determine who will serve as Vice Chair  
in year three and who will serve on the  
Foundation Governance Board in year four.

**July 2018 – June 2019**  
**Year Three**

Serve as  
SAAC Vice  
Chair

**or**

Continue  
as SAAC  
Member

**July 2019 – June 2020**  
**Year Four**

Serve  
as SAAC  
Chair

Serve on  
Foundation  
Governance  
Board

**July 2020 – June 2021**  
**Year Five**

Serve  
as Immediate  
Past SAAC  
Chair