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 an industry 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.

Are there prerequisites to apply?

- Must be a Service Associate Member for a minimum of two years.
- Must have spoken at or moderated a session, with preference given to those who are actively serving on a Professional Development Committee.
- Must have attended a minimum of two Illinois ASBO Annual Conferences and preferably exhibited for two years.

How do I apply?

You can download a SAAC application on the Illinois ASBO website. Applications are available online in October 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.

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

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

"Being on the SAAC has reinforced to me the meaning of 'Service' to the Association and the underlying benefit of being deeply involved with Illinois ASBO."

Terry Fielden, LEED, AP BD+C
Group Leader K-12 Education,
Cotter Consulting, Inc.

What are the responsibilities of SAAC members?

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

- Attend six half-day meetings per year.
- Attend the Board of Director's Strategic Planning Retreat.
- Host the Service Associate Pre-Conference seminar in March/April.
- Lead the Service Associate Annual Business Meeting at the Annual Conference.
- Welcome and receive feedback from fellow exhibitors at the Annual Conference.
- Oversee the Annual Conference 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.
- 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:

- Attend six meetings per year of the Board of Directors.
- Write four short articles for the ***UPDATE*** Magazine and letters of introduction for Annual Conference publications.

Service Associate Advisory Committee

Sample Participation Timeline

2026 - 2027 → 2027 - 2029 → 2029 - 2032

2026

Submit SAAC Application
October 1 - December 15

2027

Interview with the SAAC Nominating & Selection Committee
January

Two nominated candidates approved by Board of Directors
February

Annual Conference 2026:
Candidates affirm for four-year term by the Service Associate members at the Service Associate Annual Business Meeting.

Attend first SAAC Meeting/Orientation
April or May

Attend Board of Director's Strategic Planning Retreat
June

July 2027 – June 2028
Year One

SAAC service begins
(see responsibilities on the reverse side)

July 2028 – June 2029
Year Two

In the spring of the second year, serve on the SAAC Nominating & Selection Committee. Around this time, an electronic vote will take place to determine who will serve as SAAC Vice Chair in year three and who will continue to serve as a SAAC member.

July 2029 – June 2030
Year Three

Serve as SAAC Vice Chair **or** Continue as SAAC Member

July 2030 – June 2031
Year Four

Serve as SAAC Chair

Continue as SAAC Member

July 2031 – June 2032
Year Five

Serve as Immediate Past SAAC Chair