



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. 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 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 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 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 and take part in the Membership, Networking and Participation 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 Advocacy Board Committee.
- Writing four short articles for the **UPDATE** Magazine and letters of introduction for Annual Conference publications.



“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
Dir. of K-12 Education
International Contractors, Inc.



Service Associate Advisory Committee

Sample Participation Timeline



2022 - 2023 → **2023 - 2025** → **2025 - 2028**

2022

Submit SAAC Application by
December 15

2023

Interview with nominating committee
January or February

Two chosen candidates approved
by Board of Directors
February

Annual Conference 2021: Candidates
approved 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 2023 – June 2024
Year One

SAAC service begins
(see responsibilities on the reverse side)

July 2024 – June 2025
Year Two

In the spring of the 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 continue to serve
as a SAAC member and on the Foundation
Governance Board for three years.

July 2025 – June 2026
Year Three

Serve as
SAAC Vice
Chair

or

Continue
as SAAC
Member

July 2026 – June 2027
Year Four

Serve
as SAAC
Chair

Continue as
SAAC Member

Serve on
Foundation
Governance Board
for three years

July 2027 – June 2028
Year Five

Serve
as Immediate
Past SAAC
Chair