SAAC MEETINGS
Create a consistent meeting schedule
• Hold monthly conference calls.
• Reduce confusion of when calls/meetings are.
• Have calls/meetings at a consistent time (e.g., first week of every month).

Use meeting agendas
• Send agenda prior to meeting.
• Highlight topics of discussion.
• Place most important items early in the agenda.

Attend conference governance meetings
• Elect a delegate to represent student-athletes of the conference at the governance meetings.
• Understand campus concerns or initiatives.
• Share administrative perspective with student-athletes.

COMMUNICATION
Be available
• Use GroupMe or another messaging application.
• Regularly check email.
• Keep all contacts current.

Follow-up when necessary
• Communicate and be specific with requests.
• Be clear and specific with expectations.
• Highlight deadlines.

Build relationships
• With other campus SAAC representatives.
• With conference administrators.
• With National SAAC representative.

NCAA LEGISLATION
Education
• Learn the legislation and proposals.
• Understand what you're being asked to provide.
• Seek feedback from your institutional SAAC.
• Work with conference compliance staff to gauge general conference feedback on legislation.
• Ensure your institution is involved early on.
• Obtain feedback from teams prior to adoption of legislation.

Use your resources
• Compliance staff
• Campus SAAC liaison(s)
• Other campus administrators
• Conference SAAC liaison(s)
• Director of Athletics