

Mission: The Supplier Advisory Committee (SAC) is a TAPPI committee responsible to communicate ideas and concerns of our industry suppliers about TAPPI and the TAPPI conference to the TAPPI Container Packaging Council (CPC) and staff.

Organization:

Supplier General Assembly (SGA): Includes all vendors to the industry who wish to participate and provide feedback and information to the SAC.

Supplier advisory Committee (SAC): Consist of a Chair, Vice-Chair, Secretary, and TAPPI Corrugated Division Manager. The Chair, Vice-chair, and Secretary serve two-year terms in their position. At the end of the two-year term the Vice-chair and Secretary are promoted to the Chair and Vice-chair respectfully.

The SAC will select a secretary from within the Supplier General Assembly (SGA) who meet the following requirements:

- a. TAPPI member in good standing.
- b. Employed by a vendor who has a substantial portion of their business is in the corrugated industry.
- c. Participation in the SAC is supported by their employer.
- d. No other member of the SAC is employed by the same company.

Roles and Responsibilities:

1. Chair:

- a) Preside at SAC meetings before and after TAPPI annual meetings.
- b) Preside at Supplier General Assembly virtual meeting after TAPPI annual meetings.
- c) Assure all meetings and business is conducted in accordance with the TAPPI anti-trust policies and commercialism policies.
- d) Report to the CPC on committee actions and meetings.
- e) Serve as a member of the TAPPI CPC.
- f) Serve on the TAPPI technical program committee.
- g) Conduct Special SAC committee meetings as necessary.
- h) Conduct interviews with Suppliers participating in TAPPI Trade Shows; Goal is to interview Ten (10) suppliers to provide proper Feedback to TAPPI.
- i) Act as a liaison to suppliers and TAPPI CPC and staff.

2. Vice-Chair:

Assist Chair in conducting supplier interviews during TAPPI shows. Fill the duties of the Chair in his/her absence or take over the chair position when the Chair can no longer fulfill the duties of Chair. Manage sub-committees and information gathering activities or other endeavors to support the efforts of the SAC.

3. Secretary:

Assist Chair in conducting supplier interviews during TAPPI shows. Record minutes of all meetings, fill in the for the Chair and Vice-Chair when they cannot perform their duties. Arrange logistics of meetings. Recruit volunteers to become secretary when promotions are required.

4. TAPPI Corrugated Division Manager:

- a) Assist the SAC with resources necessary to fulfill their mission.
- b) Provide TAPPI show supplier list and contact information to SAC.
- c) Provide SGA with communication about SAC contacts and meetings.
- d) Maintain the official records of the SAC on file for future reference.