

## **IFSAC Years of Service Policy**

1. It shall be a policy of IFSAC to award Years of Service certificates to members of the organization at 5, 10, 15, 20, and 25 year intervals.
2. For the purpose of this award the definition of Years of Service is the number of years one has represented his/her organization to IFSAC, not the number of years one has attended the annual conference. In other words, one does not have to attend the annual meeting to count that year as a year of service, as a member may miss an annual meeting or more, yet be an entity representative to IFSAC.
3. Years of service may be carried across entities if one leaves an entity that is an IFSAC member and is employed by another entity that is an IFSAC member. (In any case the entity must be a full member, not a corresponding member.)
4. It shall be the sole responsibility of the representative or his/her agency to submit required information on the years of service certification form to IFSAC that the representative has achieved the designated years of service. (IFSAC Administration is not responsible for tracking years of service nor obtaining said information from the representative or the entity.)
5. This information must be conveyed to IFSAC at least 7 days prior to the meeting so that the certificate may be prepared in time for presentation at the meeting. The information conveyed shall include the person's name as it is to appear on the certificate, beginning and ending dates of service, and entity or entities she/he represented.
6. Examples of Years of Service Calculations:
  - a) The member has been an entity representative to IFSAC from 2000 to 2010. He/she would be credited with 10 years of service.
  - b) The member was an entity representative to IFSAC for "Entity A" from 1998 through 2003. He/she was not with an IFSAC member agency from 2003 through early 2005. In early 2005 he/she became an agency representative to IFSAC for "Entity B" from 2005 through early 2010. Since the person was a representative for "Entity A" for five years and "Entity B" for five years, for counting purposes, the representative has a total of 10 Years of Service to IFSAC.
7. Emeritus members who continue to actively participate in IFSAC activities after retirement from their respective organizations may, for award purposes, continue to count these years as years of service to IFSAC.