

Policies and Procedures of



GEORGIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

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GEORGIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC. (GASFAA)

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CHAPTER I: PURPOSE

1. To promote the professional preparation and effectiveness of Georgia Student Financial Aid Administrators in postsecondary institutions, governmental agencies, foundations, lending institutions and others who administer student financial aid programs.
2. To assist educational institutions, foundations, lending institutions, governmental agencies and private and community organizations to promote and develop effective programs pertinent to student financial aid funds through an exchange of ideas, information and experience.
3. To facilitate communications between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experience.
4. To promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the purpose of this Association.

The Corporation shall not, directly, or indirectly participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, the corporation shall not carry on any activities not permitted by an organization exempt from Federal tax under Section 501 (a) of the Internal Revenue Code of 1954 as an organization described in Code Section (c) (3) – (or the corresponding provisions of any future United States internal revenue laws). No substantial part or activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, except that the corporation may elect to have provision of Section 501 (h) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) apply with respect to such activities.

CHAPTER II: ORGANIZATIONAL STRUCTURE

A. EXECUTIVE BOARD

The administrative responsibilities of this Association shall be vested in an executive board. The Executive Board shall be composed of the elected officers of the Association plus the immediate Past-President.

1. The President shall serve a one-year term. The President is the chief executive officer of the Association; and shall preside at all meetings of the Association; chair the Executive Board; approve members of all committees; serve, *ex-officio*, on all committees, authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association; and perform such other duties as may be required by the Association. This person also serves on the Executive Board of SASFAA.
2. The President-Elect shall perform all duties of the President in the absence of that officer, and assume the duties of the President if the officer resigns. The President-Elect shall serve one year in the position, a second year as President and a third year as immediate Past-President. The President-Elect shall also serve as Chairperson of the Site Selection Committee, negotiate contracts with hotels with the approval of the Board. Negotiations include (but not limited to) identifying hotels for conferences and working with hotel staff to develop contracts. The President-Elect shall serve as a member of the By-Laws/Policies and Procedures Committee; perform all duties as designated by the President or required by the Association. In conjunction with the Treasurer and Finance & Budget Chair, prepare a proposed Association budget for the ensuing year as President for consideration of the Executive Board.
3. The Vice-President for Programs shall serve as program chair for the Association's meetings and shall serve one year in the position.
4. The Vice-President for Professional Development shall be responsible for the Association's training throughout the state and shall serve one year in the position.
5. The Secretary shall record the minutes of the Association's meeting and the minutes of the Executive Board meetings, and attend to correspondence of the Association other than the newsletter. Prepare a draft of the minutes no later than two weeks after each Board meeting. The Secretary shall serve as Chairperson of the By-Laws/Policies and Procedures Committee and shall keep the official copy of the By-Laws/Policies and Procedures. The Secretary serves one year in the position.
6. The Treasurer shall attend to the financial, non-investment accounts of the Association, pay all bills, and issue receipts on behalf of the Association. The Treasurer shall submit, within sixty days of the close of the fiscal year, a duly audited annual report of the Association. The Treasurer shall serve for a period of two years. The Treasurer will obtain fidelity coverage for the President and Treasurer on behalf of GASFAA.

7. The Past-President shall serve as chairperson of the Nominations and Awards Committee and serve as Parliamentarian of the Association.

8. Non-voting members of the Executive Board are as follows:

A. The Newsletter Editor is responsible for compiling, printing and distributing the official GASFAA Newsletter. The President appoints the Newsletter Editor.

B. The Sponsorship Chairperson is responsible for establishing the criteria for fee/contribution structure for vendors and sponsors with Board approval. The President appoints the Sponsorship Chairperson.

B. REMOVAL OF OFFICERS

Officers will be elected at the Spring Conference. Terms of office shall coincide with the fiscal year of the Association. The fiscal year is from July 1 through June 30. If any office other than President becomes vacant, it shall be filled by a member recommended by the current nominating committee with the approval of the Executive Board.

C. STANDING COMMITTEES

The Chair of each committee appoints committee members with the approval of the President.

1. The Program Committee is responsible for the planning of the Fall and Spring Conferences. The Vice-President for programs chairs this committee.

2. The Professional Development Committee is responsible for all training conducted by the Association. The Vice President for Professional Development chairs this committee.

3. The Site Selection Committee is responsible for selecting sites for the Fall and Spring Conferences as appropriate. The President-Elect chairs this committee.

4. The By-Laws/Policies and Procedures Committee is responsible for reviewing and updating the By-Laws and the Policies and Procedures Manual. The Secretary chairs this committee and the President-Elect serves as a committee member.

5. The Elections/Nominations and Awards Committee is responsible for coordination the nominations of candidates for office in the association and the supervision/certification of the casting of ballots. This committee also oversees the awarding of the GASFAA awards as named in Chapter IV. The immediate Past-President chairs this committee.

6. The Membership Development Committee is responsible for soliciting membership in the Association.

7. The Newsletter Committee is the person responsible for compiling and distributing the official GASFAA Newsletter.

8. Various positions and committees of the Board assist in the promoting of financial aid awareness across the state as determined by the President and Board.

9. The Ad Hoc Committees are appointed as deemed necessary by the President.

CHAPTER III: MEMBERSHIP

Membership of the Association shall consist of persons associated with postsecondary institutions and other institutions of higher education; secondary schools, governmental agencies, lending institutions, foundations and others with student financial aid programs; or individuals interested in student financial aid but not associated with one to the aforementioned institutions or organizations. All members are subject to approval by the Executive Board, and must pay annual dues in accordance with regulations for payment of dues as established by the Executive Board, which corresponds to the fiscal year of the Association. Application for active membership shall be made to the Treasurer.

A. TYPES OF MEMBERSHIP

1. Active – Membership shall be individual rather than institutional, as evidenced by the annual payment of dues. Membership is not transferable.

2. Honorary – Permanent membership bestowed by the Executive Board for outstanding service in the field of support and/or the administration of student financial aid.

3. Lifetime – Permanent Membership bestowed on Past Presidents of GASFAA who are no longer involved in the administration of Financial Aid.

NOTE: Honorary and Lifetime members are recognized annually and presented a standardized award with the proper inscription. The Past President shall be responsible for the coordination of this activity.

B. TERMINATION OF MEMBERSHIP

1. Membership shall terminate when member no longer meets the criteria outlined in Article IV of the By-Laws and/or any member of the Association may be dropped from membership for nonpayment of dues upon action of the Executive Board or by action of the Executive Board for just cause after being afforded the opportunity to be heard by the Executive Board.

2. Resignation. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges therefore accrues and unpaid.

3. Non-liability. Members of the Association recognize that one of the purposes of the Association is to provide training and information services to its members through training

conferences and periodic written material. While the Association shall utilize its best efforts to provide its members with the most current information available, there can be no assurances or warranty that any such information available is correct or has not been superseded or that more current information is available. Furthermore, the Association can give no assurances or warranty that its interpretation of any rule, regulation or statute by any appropriate governmental authority. Accordingly, each member shall hold the Association harmless from any claims, damages or liability resulting from such members' use of any information, data or interpretations as provided to such member by the Association.

CHAPTER IV: ELECTION AND AWARDS PROCESSES

A. NOMINATION PROCESS

1. The immediate past president shall serve as Chair of the GASFAA Nominations Committee. If this office becomes vacant, the most recent Past President shall chair the Nominating Committee provided that the member does not hold an elected office for that year. Should the most recent Past President for any reason be unable to chair the Committee, the President shall appoint, with at least two-thirds approval of the Executive Board, a person to serve as chairperson. The person appointed may not be a current officer and must have been a member of the Association for at least one year.
2. The Chair shall preside at all meetings of and make reports on behalf of the Committee.
3. The Chair shall set the time, place and date of each committee meeting and notify each member of the committee thirty days prior to each meeting. The majority of the committee communication will occur electronically. Regular Committee meetings will be scheduled as needed.
4. No later than September 1 of each year, the President shall appoint and the Executive Board approves the appointment of five members, which includes the Chair, to the Committee. No member of the Nominating Committee may be placed in nomination for an office by the Committee, but may be nominated from the floor.
5. At least one GASFAA Newsletter prior to the meeting of the Nominations Committee must carry a request for written nominations. An electronic notification to the membership may be substituted. The nomination form will be available on the GASFAA website for membership access. The Nomination Committee will request a resume from each nominated candidate for elected office.
6. Those nominated for office must be a current, paid member of GASFAA. No members may be excluded from consideration because of present or past service to the Association or its regional and national organizations. The chair shall obtain the permission of each candidate prior to notifying the membership of the nominations.

7. The Committee should make every effort to present a dual slate for each office if at least two qualified; consenting nominees are presented to the Committee. No more than two candidates shall be presented for any office.

8. The Nominating Committee Chair shall prepare and present to the President a written report including the proposed slate, rules adopted by the Committee, members present and recommendations for future Nominations Committee.

9. The Chair shall send to all paid members the report of the Nominating Committee either by special mailing, Newsletter, or electronic notification. The notification must be submitted no later than thirty days prior to the Spring Conference. This shall include the candidates biographical and other pertinent data.

B. ELECTION PROCESS

1. The General Election shall be held during the annual Spring Conference. A business session shall be scheduled early in the Conference at which time the nominations from the Committee and/or membership will be presented.

2. All nominees shall be introduced to the membership at the time of nominating proceedings.

3. A polling place will be established for conducting the elections. GASFAA members will, after verification of paid membership status, be provided an opportunity to vote for their choice of nominees. The Committee Chair is responsible for preparation; safeguarding and deletion of the electronic ballots after the election results are certified.

4. If there is a nomination from the floor and the nomination is accepted, the candidates name may be written in on the electronic ballot.

5. The polling place shall be open from 8:00 – 12:00 noon and 1:30 pm – 4:30 pm the day after the opening session of the Spring GASFAA Conference.

6. Members of the Nominations Committee shall staff the polling place continuously. After the polling place is closed, the Nominations Committee shall tabulate the elections results with the GASFAA Secretary in attendance unless the Secretary is on the ballot. The President will attend in the absence of the Secretary.

7. A business session shall be convened and the election results announced by the Committee Chair at a general session held the last day of the Conference.

8. Prior to the business session, however, each candidate will be contacted and informed of the results by a member of the Committee.

9. Upon presentation of the results of the election, the President shall direct the Chair and the Secretary to destroy (delete) all ballots unless the election is contested.

10. The selection of a candidate for each office will be based on a simple majority of membership votes.

C. CAMPAIGN GUIDELINES

1. Each candidate will be asked to provide a photograph and will be allowed a maximum of 500 total words for a resume and a statement of candidacy. This statement will be typeset but its content will not be edited unless it exceeds 500 words.

2. Candidates attending initial business session of the Annual Conference will be introduced. Candidates are not required to attend the annual conference to run for an office.

3. Candidates are not permitted to distribute campaign paraphernalia such as buttons, pins, ribbons, stick-ons and printed sheets and cards.

D. ELECTRONIC VOTING

1. ABSENTEE BALLOTS

A. Absentee balloting will be accomplished by the use of Advanced voting.

2. ADVANCED VOTING

A. Anyone using the advanced (early) voting process must be a paid member at the time the ballot is counted.

B. The Chair of the Nomination Committee must receive all ballots by the published close of voting on the second day of the annual spring conference.

C. Members who vote by advanced ballot and who attend the conference cannot vote in the general election but may vote in the case of a runoff election.

D. The early ballots shall be counted at the same time and handled as ballots cast at the Annual Conference.

E. SPECIAL ELECTIONS

1. A special election shall be called by the Executive Board in the event of a vacancy in the office of President-Elect

2. The Nomination Committee shall nominate candidates within twenty days of the notice of the vacancy. The membership shall then be provided within ten days a ballot containing no more than two names, along with the option for a write-in candidate. Announcement of the name of the new President-Elect shall be made to the membership no more than fifty days from the initial notice of the vacancy in the position.

3. In the event a vacant occurs in the office of President-Elect within fifty days from the Annual Conference, the election will be held during the Annual Conference.
4. Unless the election is held at the Annual Conference, it shall be conducted by electronic ballot.
5. Ballots must be returned to the Chair of the Nominations Committee within fifteen calendar days of the date the ballots are mailed. All ballots shall be mailed to the membership first class. Ballots should be returned by first class mail to assure timely receipt by the Nominations Chair.
6. The ballots shall be counted and membership verified by the Chair of the Nominations Committee and the Secretary.
7. The winner will be the person who received a majority of the votes cast.
8. All voters must be active members at the time ballots are distributed.
9. The Chair of the Nominations Committee shall notify the President within ten calendar days of the balloting deadline of the results of the election.
10. The President shall notify the membership of the election results either by mail, electronic notification or in the GASFAA Newsletter.

F. AWARDS PROCESS

1. **The Donald E. Payton award for Lifetime Achievement** – The nominated individual must have:
 - a. life long significant and consistent contribution as a member of GASFAA,
 - b. high level competency in Financial Aid,
 - c. leadership in community and institutional affairs, and
 - d. been current or past member of GASFAA with 15 or more years of membership.
2. **GASFAA Executive Board's award for the Outstanding New Professional**-The nominated individual must have:
 - a. current membership with GASFAA,
 - b. less than five years in a full-time position as a professional financial aid officer,
 - c. made contributions to GASFAA and to the individual's employer institution, and
 - d. exemplified creativity in raising the profession to a higher level.

3. Achievement award for Outstanding Service to Students – The nominated individual must have:

- a. evidence of successful student advocacy,
- b. genuine and sincere sense of caring and concern for students,
- a. a commitment to personalize student experiences and evidence of successful efforts in humanizing the campus community,
- c. high quality interaction with individual students and student groups,
- a. evidence of performance above the call of duty while serving multiple roles within the campus community, and
- d. a five-year GASFAA membership.

4. The Past President's Award for Distinguished Service – The nominated individual must have:

- a. a ten-year GASFAA membership,
- b. a leadership performance in GASFAA,
- c. a current membership with GASFAA, and
- d. contributions above and beyond the normal service required by the positions of leadership.

Procedures to nominate someone for one of the above named awards includes a letter of support from the nominating person, another colleague's letter of support and a biography of the person being nominated.

5. The Memorial Scholarship Award – The Past Presidents Council nominate members for recognition on the GASFAA Memorial List. Requirements for inclusion to the Memorial List are based on the nominee's contributions to the student financial aid profession. The Past Presidents' Council shall notify families of deceased financial aid officers who have been added to the memorials.

The Memorial Scholarship shall be awarded at the Spring Conference each year, beginning Spring 2003. The initial scholarship award amount shall be \$500. However, effective 2007, two institutions will receive one scholarship each. The award amount can be increased/decreased as interest earnings dictate. The awarding process shall be by random drawing. The pool of names for the drawing shall include one entry per school in attendance at the Conference, regardless of the number of attendees at the conference. The school receiving the scholarship shall agree to award the scholarship and report the name of the scholarship recipient to the Executive Board

and Newsletter Editor by September 30th of the calendar year. The scholarship recipient shall agree to have their general demographic and academic information published in the GASFAA Grapevine.

This fund is not intended to be need-based and is at the discretion of the school's Financial Aid Office. Should the school decline the scholarship, it must be returned in writing on the school's letterhead, to the Treasurer, Finance & Budget Chair, or Chair of the Past Presidents' Council.

The GASFAA Finance & Budget Chair is in charge of the fund and should report its balance to the Chair of the Past Presidents' Council at least once a year and upon request. The proceeds of the scholarship fund shall be housed in a separate banking account for that of GASFAA's general checking/savings accounts. The funds shall be deposited in the most lucrative saving vehicle available, such as money markets, certificates of deposit, etc.

Scholarship requirements:

- a. must be a Georgia resident,
- b. must be a US Citizen or eligible non-citizen,
- c. and must maintain Standards of Academic Progress (SAP) as dictated by the college/university.

CHAPTER V: FISCAL PROCEDURES

A. CONTRACTS, CHECKS, DEPOSITS AND FUNDS

1. The Executive Board may authorize any officer or officers of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instance. No contract is valid unless approved by the President.
2. All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by such officer or officers and in such manner as shall be determined by resolution of the Executive Board. In the absence of such determination, the President shall sign for the Treasurer on such instruments.
3. All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Executive Board may elect.
4. The Executive Board may accept on behalf of the Association any contribution, gift bequest or devise for the general purpose of for any special purposes of the Association.

5. Checks returned to the Treasurer due to insufficient funds shall be handled in the following manner. The Treasurer will send a certified letter to the entity to which the overdraft occurred. No further checks will be accepted from that entity until the previous payment and fees (if any) have been paid. The Treasurer will be responsible for the collection of payments from the entity.

B. INCOME

1. Income shall be derived from membership dues and such other sources as the Executive Board may approve. Membership dues are paid on a fiscal year basis. The fiscal year of the Association shall be July 1 to June 30.

2. The Executive Board shall establish annual dues. However, any increase in dues of the Association shall be circulated in writing to all members of the Association effective by such increase at least thirty (30) days prior to the effective increase date. Membership dues for any partial period of the fiscal year are payable at the full year rate. Duplicate payments by the same member will not be refunded to either the member or his/her institution. Duplicate payment funds will be transferred to the GASFAA Memorial scholarship fund at the end of the fiscal year.

3. Conference registration must be paid prior to conference. A member will not be allowed to attend conference events without paying the required registration fees. A late charge will be assessed to all members registering less than ten days prior to the beginning of the conference.

C. BUDGET

1. The President, Treasurer, and Finance & Budget Chair shall develop a budget and present it to the Executive Board for approval. The Treasurer shall have the authority to pay bills, based on an existing budget, after expiration of the fiscal year until the Executive Board approved a new budget.

D. EXPENSES (TRAVEL & CREDIT CARDS)

1. Travel reimbursement shall include, but not limited to GASFAA Officers, committee Chairperson and Committee Members and other representatives as appointed by the President. Reimbursement shall not include the travel to the Annual Conference.

2. Travel approval. Travel will not be undertaken with the exception of reimbursement by GASFAA. The Chairperson of the Committee will issue approval for travel reimbursement for members of standing committees.

3. Travel payment. Unless the President authorizes an advance, travel will be on a reimbursement basis. The Treasurer will pay legitimate claims on the approved budget items. An appropriate travel claim report will be utilized that shows the complete itinerary of the traveler and the purpose of the trip. Claims not submitted within thirty (30) days may be disallowed. The Chairperson prior to submission to the Treasurer should approve travel claims for committee members.

4. Travel Reimbursement:

- a. Private auto travel will be reimbursed at the GASFAA Board approved rate of reimbursement per mile over the usual travel route, not on exceed air coach.
- b. Air travel will be reimbursed for coach travel only. A copy of the plane ticket must accompany the travel claim.
- c. The cost of taxis and airport shuttles will be reimbursed at actual costs, including tip. Receipts should accompany travel claims whenever possible.
- d. Lodging. The actual cost of lodging, not to exceed the single room rate at the hotel/motel where lodged, will be paid. Receipts from the hotel/motel must accompany travel claims. GASFAA shall pay for the night of lodging at a GASFAA conference rate at the conference hotel or the conference rate at the scheduled overflow hotel but no more than the conference rate.
- e. Meals. While on authorized GASFAA travel, reasonable expense will be allowed. Receipts for meals should accompany the travel claim report whenever possible. Committee Chairs may be reimbursed for meals expenses of the full committee, excluding guests or non-committee members, unless these persons take part in committee activities. The Committee Chair shall list all persons participating in the meal on his/her expense report and expenses for this meal may not otherwise be claimed for reimbursement. Receipts should accompany travel claims whenever possible.
- f. Rental Car. Must have prior approval from the President.
- g. Miscellaneous Expenses include the following:
 1. Phone calls related to GASFAA business. (Reason for the calls must be provided.)
 2. Tips, other than meals or beverages.
 3. Shuttles, taxis, parking, etc. Valet parking is only reimbursable if it is the only parking offered.
- h. Guest Travel and Honoraria Expenses. The following expense relating to the Association's Conferences shall be paid by GASFAA against the Program Committee's budget.
 1. Travel and other expenses of the speakers and the presenters not affiliated with GASFAA, as recommended by the President in consultation with the Treasurer.

2. Travel and other expenses not paid by SASFAA for each SASFAA representative invited to speak.

5. Credit Cards

Credit cards are secured for approved elected officers to cover expenses associated with performing their duties. GASFAA has established guidelines for the acquisition and use of credit cards.

a. The Treasurer (two year position) shall secure Visa credit cards for official GASFAA business use by President Elect, Vice President for Programs, and Vice President for Professional Development as approved by the President. The credit line for each account and card is \$1,000.

b. The Treasurer shall provide written guidance to each cardholder explaining appropriate card use and reporting requirements. Prior to receiving a GASFAA credit card, each card holder must sign the GASFAA Corporate Credit Card Letter of Understanding outlining the obligations of the user and an understanding about potential liabilities.

c. All expenses charged to a credit card must be reported by the user to the Treasurer within ten (10) days of the charges. The GASFAA Expense Reimbursement Form must be submitted to the Treasurer with a receipt for each charged item.

d. The Treasurer will cancel the cards for those holders that are not continuing on the Board in an approved card holding capacity by June 30 or at the direction of the President.

e. Charging personal expenses to the Association credit card is prohibited.

f. Violations of card use policies may result in cancellation of credit card privileges.

g. Corporate American Express card – The Treasurer maintains the GASFAA Corporate American Express card and it may be used for purchases exceeding \$1,000 with President Approval.

E. SPONSORSHIP GUIDELINES

1. A sponsor is a company or organization whose activities either support or are closely related to those of the student financial aid community. A sponsor provides resources to be used by GASFAA to help support the purposes of the Association. Sponsorship encompasses exhibit/vendor, advertising, sponsor general support, and other items as determined by GASFAA Board.

2. All sponsorship activities must be coordinated through the Vendor/Sponsor Coordinator. The Vendor/Sponsor Coordinator conducts all solicitations for advertising, exhibitor space, and

direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the Coordinator will:

- a. develop materials and brochures for potential contributors;
- b. identify activities and events for sponsorship opportunities including newsletter, website and directory advertisements, conferences, and Professional Development events.
- c. prepare and mail solicitations of sponsorship opportunities to potential Sponsors;
- d. serve as liaison to the conference committee and professional development committee for sponsorship needs and effective use of exhibitor space;
- e. communicate with other committee chairs regarding any additional sponsorship needs;
- f. recognize publicly the contributions of all sponsors;
- g. review and recommend the standard advertising rates as well as any discounts offered to sponsors;
- h. review the policies affecting sponsorship and make recommendations when appropriate;
- i. design exhibitor floor plan for conferences in conjunction with the Vice President for Programs;
- j. determine whether tables or floor displays will be used at the conferences and inform the sponsors;
- k. send special instructions regarding exhibit space and storage of materials to exhibitors in advance of conferences; and
- l. coordinate all vendor and sponsor activities and benefits.

Sponsorship of Conferences

1. A sponsor of a GASFAA event in a previous year shall have the right of first refusal for that item for the current year. In order to qualify for the right of first refusal, the sponsor must have contributed at least 50% of the function's cost during the previous year. If a sponsor of the previous year's event does not sponsor the event the next year, the sponsor has no right of first refusal of that event in the future.

2. All sponsors will be recognized at conferences and on the website. To receive such recognition, a commitment for the sponsorship must be made by the first day of the conference.

3. A reception or some form of public recognition to honor the contributions of sponsors, by category, may occur during the conference and will be coordinated by the Vendor/Sponsor Coordinator with the approval of the Executive Board.
4. Each exhibitor at the conference will be provided space, electricity, and a display table at the conference, if requested.
5. Each exhibitor will be permitted to have informational materials and marketing items at the booth.
6. Annually, the GASFAA Board determines sponsorship.

Individual membership will not be included in the contribution of either category.

Sponsorship of Non-Conference Activities

1. Sponsorship may be sought to offset the costs of other Associations expenses, such as activities for the New Aid Officers' Workshop and other training events or for the printing of publications.
2. Sponsorship for non-conference activities will be at the discretion of the President and will not carry any right of first refusal privileges.

F. MISCELLANEOUS

1. SASFAA Campaign Expenses. The Executive Board shall approve the level of expenditures for any campaign-related expense for any GASFAA member nominated as a candidate for SASFAA office.
2. Registration Fee Refund. Registration fees are non-refundable, but are transferable. Any exceptions must be recommended by the Program Chair and approved by the President in consultation with the Treasurer.
3. Check Authorization. The President, Treasurer, and Secretary shall be authorized to sign checks on behalf of GASFAA.
4. Payment of Bills After Fiscal Year Expires. The Treasurer shall have the authority to pay bills, based on the existing budget, after the expiration of the Fiscal Year until the Executive Board approves a new budget and at the discretion of the President.
5. Review Guidelines: The Treasurer shall present an annual report to the Executive Board for review. Simultaneously, he or she shall also submit annual financial records to an independent certified public accountant (CPA) for preparation of the annual Form 990 (Return of Organization Exempt from Income Tax).

6. Newsletter Advertisement Policy. Advertising in each issue of the Newsletter shall constitute no more than 40% of the issue. The Executive Board shall review and set annually the cost of Newsletter advertising.

7. Nonprofit incorporation and Tax Exempt Filing Status. The registered agent for GASFAA, Inc. will be Pennie Strong. As the registered agent for GASFAA, this person will be responsible for filing the necessary paperwork to renew our status as a nonprofit corporation with the State of Georgia and insure that the Treasurer files the necessary tax returns each year.

8. Archives. The GASFAA archives shall be housed on the campus of the University of Georgia in the Financial Aid Office.

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Appendix B – Strategic Long Range Plan

Appendix C – Conflict of Interest Policy



APPENDIX A
OFFICER AND CHAIR GUIDELINES/TIMELINES

OFFICER AND CHAIR GUIDELINES/TIMELINES

PRESIDENT

As the President of GASFAA you are responsible for all the services to the membership and managing the financial aspects of the association. Direct your Board to achieve the goals of GASFAA and your goals for the year. Communicate with your Board members and assist as needed. Communicate with the membership thereby, informing them of the services GASFAA offers.

As a State President, you will serve on the regional (SASFAA) Board and represent Georgia and GASFAA. You are required to attend the SASFAA Board Meetings - 3 during the year (held August, November & February) and the incoming and outgoing Transitional Board Meetings (held in June). Submit SASFAA Board reports and SASFAA State Report for each newsletter edition.

SASFAA Board Report normal schedule: July, October, January, June.

SASFAA Newsletter State Report normal schedule: September, November, March, and May.

GASFAA Newsletter Report normal schedule: August, December, March

Throughout the year your need to communicate with individual Board Members will depend upon the schedule of activities. Communication should include determining action completed, action needed and any assistance they may need.

Monitor the financial records with the Treasurer, Finance and Budget Chair and the Sponsorship Chair

MAY

Plan; coordinate with outgoing President the Transitional Board Meeting for June. This includes coordination hotel rooms for those traveling, meals and agendas. Make sure all board appointees are in place as well. Goals at this Board Meeting should be the transition from the previous year members to the New Year members, share goals, and create a budget. Work with the Treasurer and Financial and Budget Chair to determine a budget which includes setting membership dues, registration fees for the Fall & Spring Conferences, and all sponsorship opportunities.

JUNE

Attend the Transitional Meeting of SASFAA.

Determine your goals for the year and communicate with your Board members.

Work with Past President for transition.

Determine the GASFAA front page message for the year. Coordinate with Electronic Services Chair for placing info on the website.

JULY

Attends NASFAA conference if possible.

Be in touch with both Vice Presidents to make sure their plans are underway and they have resources they need.

AUGUST

Meet with Vice President of Programs to go over the tentative conference agenda and session topics and presenters. Determine any special guests to invite.
Discuss the President Elect's thoughts on future sites and Past President's suggestions on state of officers and awards.

SEPTEMBER

Write President's message for conference program.
Work with Legislative Affairs Committee to get the Governor to sign a proclamation declaring February financial aid awareness month and attend the signing of the proclamation. Work with the Legislative Affairs Chair to determine who should be invited to the signing.

OCTOBER

Plan Board Meeting to be held immediately prior to the Fall Conference. Determine goals of the meeting and create an agenda. Determine dinner plans (Tuesday evening) for the Board with the Vice President for Programs. (Note: may consider inviting the Program and Professional Development Committee members present on Tuesday evening as well as new aid officer training attendees).

Conference: Select your head table guests and who you want to speak and when. Prepare a script for everything you will say. Communicate with the Vice President for Programs on the agenda and plans for the Business Meetings. Remain at the conference until the Treasurer has everything they need to pay the bills. Thank you notes from the President should go out after the conference for any VIPs and general session speaker. Write thank you notes to all vendors after the conference. Make sure the SASFAA representative is taken care of.

NOVEMBER

Treasurer to submit documentation not CPA for the tax preparations.
Typical time for a support staff workshop. Send representative or make an appearance.
Write article for next edition of GASFAA Newsletter and prepare report for next SASFAA Board meeting.
Touch base with all Board members to obtain status report and to see if they need anything from you.
Attend SASFAA Board meeting.

DECEMBER

Make arrangements for next Board Meeting, typically held in January. After determining the place and time, notify all Board members.

JANUARY

Determine goals and agenda for your winter Board Meeting. Prior to meeting, confirm who is attending and who is not, what meals are needed and who needs overnight accommodations.
Coordinator with Legislative Affairs Chair regarding a Georgia Capital event surrounding Financial Aid Awareness.
Conduct Board Meeting which includes presenting the slate of nominations by the Past President.

FEBRUARY

Meet with Vice President for Programs to go over tentative agenda and mailing schedule for the Spring Conference.
Attend SASFAA Board Meeting and conference.
Order Board Member plaques that are typically presented during the Spring Conference.

Coordinate with Past President regarding any awards to be given at Spring Conference (plaque(s) to be ordered.

Verify with Past President that the state of officers is completed and that all By-Law requirements will be met.

MARCH

Touch base with all Board members for a status report.

Typical time for another Support Staff Workshop, send representative or make an appearance.

Write introduction letter for the Spring Conference agenda program – provide to Vice President for Program.

APRIL

Plan your May Board Meeting. Verify Board members attending the Board Meeting and conference.

Coordinate with the Vice President for Programs regarding hotel rooms needed, meals, Business Meeting agendas, guests, etc.

Notify all Board members of the meeting and conference duties.

MAY

Stay in constant touch with your Vice President for Programs.

Plan your part of the conference, head table assignments, events at business sessions and everything you plan to say at any time. Make sure the SASFAA representative is taken care of.

Plan the Awards portion of the conference with the Past President & Vice President for Programs.

Touch base with the Past President regarding the elections (introduction of candidates, voting, announcing the results).

Write thank you notes to all VIPs and general session speaker. Write thank you notes to all vendors and sponsors.

Let President Elect plan the Transitional Board Meeting but give thoughts, pointers and suggestions.

Conference:

Select your head table guests and who you want to speak and when. Prepare a script for everything you will say. Communicate with the Vice President for Programs on the agenda and plans for the Business Meetings. Communicate with Board Members the Business Meeting agenda and other conference duties. Remain at the conference until the Treasurer has everything they need to pay the bills. Thank you notes from the President should go out after the conference for any VIPs and general session speaker. Write thank you notes to all vendors after the conference. Make sure the SASFAA representative is taken care of.

JUNE

Attend SASFAA Transitional Board Meeting. Meet with your President-Elect on any issues transferring from board to board.

Determine goals and agenda for your part of the GASFAA Transitional Board Meeting.

Prepare your first report, as Past President, for nominations and awards to be presented at day two (2) of the Transitional Board Meeting.

PAST PRESIDENT

JULY/AUGUST

Prepare "Call for Nominations" Material to invite nominations for GASFAA's elected officers (including deadline date) to be presented at the Fall Business Meeting and advertised via the GASFAA listserv and Fall Newsletter. The deadline date should be early enough to allow the Nominations and Elections Committee to meet and confirm the state of officers prior to presenting to the Executive Board at its January Board Meeting and advertised via the GASFAA listserv and Fall Newsletter.

Prepare "Call for Nominations" Materials for Awards and Special Memberships (including deadline date) to be presented at the Fall Business Meeting and advertised via the GASFAA listserv and Fall Newsletter.

SEPTEMBER/OCTOBER

Communicate with committee members via e-mail/telephone to update them on number of responses received to date, ask for their recommendation and determine if additional solicitation is needed.

NOVEMBER/DECEMBER

Meet with Committee to finalize slate of candidates. Contact proposed slate of candidates to confirm that they will allow their names to go on the ballot.

JANUARY

Present the slate of candidates to the Executive Board. Upon approval, send each candidate a formal letter congratulating/informing them of their board approval and give them instructions on what/when/how to send in their pictures, statements of candidacy and partial vita.

FEBRUARY/MARCH

Introduce slate of candidates at the slate meeting held in conjunction with the SASFAA conference. Meet with committee (if required) to view nominations for awards and/or special memberships.

MARCH/APRIL

Notify President of any planned awards.

Order plaques/certificates/gifts for awards and committee members.

MAY

Present awards/special membership recipients to the Executive Board for final approval.

Coordinate Award procedures with the President.

JUNE

Prepare final report and any recommendations for the transition board meeting.

If required, prepare annual report.

If required, prepare/update Time-line.

Attend the transitional board meeting.

PRESIDENT-ELECT

JULY

Review the current GASFAA Policy and Procedures and By-Laws. Review and discuss with the President the results of the recent Conference survey (if available).

Review and discuss with the President the results of the recent Conference survey (if available).

JULY/SEPTEMBER

Identify, obtain and review facility information from hotels and conference centers that may possibly meet the needs of GASFAA.

SEPTEMBER/NOVEMBER

Visit, if necessary, the facilities that you are strongly considering as conference sites.

Consider any possible recommendations for elected officers for the next year. Make these recommendations to the Nominating Committee.

OCTOBER

Attend Fall Conference and Executive Board Meeting.

Make preliminary report to the Executive Board and the membership during the conference.

Attend Past Presidents' Council Meeting.

NOVEMBER/FEBRUARY

Negotiate and finalize contracts. Once site selections and contracts are finalized, present recommendations to the GASFAA President and Executive Board. If necessary, a conference call might be in order to obtain Board approval.

JANUARY

Report activities and plans to the Executive Board at the January meeting. Ask that any volunteer forms completed via the GASFAA website be forwarded to you so that they may be used in the upcoming year.

FEBRUARY

Attend the SASFAA sponsored training normally held in conjunction with the annual SASFAA Conference. Be prepared to discuss your goals for your year as President.

MARCH

Attend this NASFAA sponsored workshop. It is normally held the first week of March in the Washington D.C. area and does include a visit to the hill as well as the NASFAA office. Begin making arrangements for the GASFAA Transitional Board Meeting to be held in June.

APRIL

Secure plaque to be presented to GASFAA President at Spring Conference.

MAY

Attend Spring Conference and Executive Board Meeting. Report to the Executive Board and the membership any site selection activities. Attend Past Presidents' Council Meeting. Prepare volunteer forms to be distributed during the Spring Conference. Encourage volunteerism from the membership.

JUNE

Attend the SASFAA Transitional Board meeting.

Prior to transitional board meeting, meet with Treasurer to formalize a draft of the budget of your year as President.

Conduct Day-2 of the GASFAA Transitional Board Meeting.

VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

AUGUST

First committee meeting.

OCTOBER

New Aid Officers Workshop.

NOVEMBER

Support Staff Workshop.

FEBRUARY

Intermediate Workshop or Leadership Symposium.

MAY

Pre-Conference Concentration Workshop.

JUNE

Transition Board Meeting.

RECOMMENDATIONS:

Include the Treasurer as a member of the PD Committee (at a minimum, have the Treasurer attend first meeting)

If time and support permit, have a basic support staff (three years or less) and an intermediate (over three years) workshop.

Have a pre-conference concentration session such as picking a "hot" topic and exploring it as thoroughly as possible.

VICE PRESIDENT FOR PROGRAMS

Listed below are activities and tasks to consider when planning the GASFAA Fall Conference held in October and the Spring Conference held in May. The month listed to the left corresponds to the approximate time you should consider the items for the Fall Conference and to the right lists the month to consider for the Spring Conference.

JULY

Select a committee of GASFAA members. It is always helpful to find a mix of people from a variety of institution types (public, private, 2 yr, 4 yr, technical, proprietary, and sponsor/lender). It is helpful to name a co-chair. Suggestions include: have at least two people that have good technical skills to handle session presentations, audio visual equipment, and picture slide show. A local arrangements person may be helpful. Consider asking the Treasurer to attend your conference planning meeting (at least the Fall meeting). The Treasurer can help clarify spending of the budget.

JULY/AUGUST and JANUARY/FEBRUARY

Work with the Treasurer regarding the membership, conference registration fees and late registration fees. The Executive Board sets the fees at the first board meeting in June. The Treasurer handles the registration forms being updated on the website. The VP for Programs provides the basic information for the conference to the Electronic Services Chair for inclusion on the website. Work with the Membership Chair and Treasurer regarding onsite registration at the conference. Determine space, table, electrical access needs.

JULY and NOVEMBER/DECEMBER

Meet with the hotel. It is advised to have a copy of the signed contract (obtain from President). The visit should include: looking at each meeting room, general session room(s), a lodging room, and other facilities to consider for the various conference functions. Review the price list for audiovisual equipment and menu. Ensure prices will not increase from this time until the conference. Begin to set plans for menus, receptions, meeting rooms, audiovisual equipment and any entertainment event desired. It is helpful to have a hotel floor plan when deciding which meeting rooms to use. Determine the block of rooms for lodging. Prepare for the possible need of an overflow hotel. Verify: access of ATM machine for the Treasurer, wireless internet access or other internet access, food menu, vendor area, storage of vendor items, audio visual type of equipment access and various costs. Hotels vary regarding how they handle audio & computer equipment, receiving packages, communicating the banquet orders, and etc. Keep in mind the audiovisual equipment you order is per room for the entire day, not per session. It may be helpful to have one of your committee members to act as a local arrangement liaison if located in the city of the conference. You may contact the local chamber of commerce or tourism center for brochures of the city to include in the conference packets. Discuss with the President any plans he/she has with regards to special guests/speakers, expectations, and specifics for certain events such as the President's Reception, banquet, etc. Work with the Vendor/Sponsor Coordinator regarding any items that possibly could be sponsored. Be aware of when the V/S Coordinator is mailing the Agreement to Participate Forms. Confirm with the hotel and communicate to the V/S Coordinator where vendor booth items should be shipped and stored, the timeframe for this, and any costs associated with the hotel receiving these packages.

JULY/EARLY AUGUST and JANUARY/EARLY FEBRUARY

Conduct your Conference Planning Meeting. Determine: theme, concurrent session topics, and speakers. Request a DOE trainer for the federal update. Make assignments of the committee members. Communicate the committee meeting time for the week of the conference. Set a deadline for committee members to report back with confirmations of speakers, presenters, moderators, and audio visual equipment needs along with a brief synopsis for the program of the topic of their presentation. It may be helpful to use the Session Planner Form. Remind each committee member to make his or her hotel reservation. Determine attire for the committee during the conference and coordinate design of the shirts. After theme is determined, determine the desired look and time frames for printing of the name tags. Work with the Membership Chair to ensure: a list of the attendees is emailed for preprinting of nametags and that blank tags are provided for onsite registrants. Membership will print name and school of onsite registrants; will need the font and size for printing to match preprinted tags. Ensure you have the proper number of lanyards as well. You will also need to coordinate the theme to the nametags, program, folder/bags and shirts.

AUGUST and FEBRUARY

Prepare the tentative agenda. Coordinate with Treasurer that Registration Form is on the Conference Website page. Provide the Electronic Services Chair with conference registration and hotel reservation information, tentative agenda, and any other conference info you would like shared with the membership. Normally the website company can process a Word document onto the conference section on the website. Inform the membership of conference events and registration through emails to the listserv and direct them to the website.

Preparing the conference agenda: consider the general sessions – opening & closing. Opening Sessions normally include: SASFAA President, President's welcome & remarks, board reports as determined by the President. Closing sessions include: Board reports as determined by President, State Agency Director, Memorial Scholarship, and raffle drawing. Other items that may be included: motivational speaker, nominations accepted (Spring), guest speaker. However, the agenda for each meeting is flexible.

Spring Conference Awards Banquet – The Past President oversees the awards and presenters. The President may make some presentations such as to his/her board members. Coordinate the agenda with both of them. Try to nail down any special travel arrangements of your guest speakers. Assign a member of your committee for each guest speaker to be his or her contact.

SEPTEMBER and MARCH

Confirm all rooms, meeting spaces, meals, breaks, and receptions with the hotel. As you review the menus, work to try to keep the food costs in line with the registration fees not including any vendor support. This may be tricky. Please note that the budget set for the Fall and Spring Conference is the amount to be spent on the conference. Vendor sponsorship is not in your budget, it is income for GASFAA. Provide hotel with list of dates and names of those attendees whose room charges are to be included on the GASFAA Master bill.

The hotel will require a guaranteed number for each food event. When considering costs review the ala carte items, buffets, versus served plates. Determining the number that will participate in the meals is a

guess. Not everyone will stay for the Friday Breakfast or make it to the Breakfast. Not everyone will attend the Banquet. The number attending the welcome reception seems to depend on the location. Contact the VP for Professional Development regarding the committee's needs for their conference event (Fall -New Aid Officers Training, Spring – Hot Topic). This may include ordering meals or breaks, meeting space, and AV equipment. Track costs since they come out of the Professional Development line item on the budget, not from Program or conference.

GASFAA pays for the Board Members, Program Committee members and Professional development Committee members to attend the first night (Fall Wednesday, Spring Tuesday). The Board members and Program Committee members charge for that one night comes out of the Conference line item. The Professional Development Committee members' cost for that one night comes out of the PD line item.

The VP for Programs tracks these costs & communicates it to the Treasurer and VP for PD. Provide the hotel with a master list of these people along with special guests that GASFAA is paying the lodging charges. GASFAA pays for all nights for the President.

SEPTEMBER and APRIL

Work on the printed program. Finalize the program. Have several people proofread it. Make assignments to committee members regarding their tasks during the conference, such as: registration, decorations, setup, session rooms, & evening events. Have a table for the Membership Chair and Treasurer for "on site" registrants (normally need electrical access). Assign someone to be responsible for signage (placing and changing signs with session topics). Someone will need to be responsible for AV equipment daily to ensure each room has requested pieces of equipment and that they work properly. Someone will need to obtain presentations on flash drive and then provide them to the Electronic Services Chair for the website.

SEPTEMBER/OCTOBER and APRIL/MAY

Work closely with Membership and Treasurer regarding registrations for the conferences. Finalize the program and work with the printer. Finalize the nametag printing. Membership Chair is to provide names for the printing. Provide the Electronic Service Chair with the conference survey. Conference survey can be available online before the conference ends. May also provide the survey Friday morning for attendees to complete and leave on the tables.

During the conference:

Assist the President with remembering: items to be mentioned to the attendees when you are not speaking to them and events he/she needs to attend.

Assist the Vendor Sponsor Coordinator with any needs of the sponsors.

Assist the Vice President for Professional Development with the PD event if needed.

Keep in mind that any sponsors of events and meals need recognition.

OCTOBER and MAY

Committee Meeting (Fall on Tuesday afternoon of Conference week, Spring on Tuesday afternoon of conference week).

This working meeting includes:

Organizing and preparing for registration and conference:

Stuff the registration packets – program, pocket agenda (normally at Spring only), materials from committees and sponsors, local info etc.
Organize nametags & lanyards – paid and not paid.
Prepare nametag ribbons for various positions.
Assist Mentoring Chair with identifying the first time attendees.
Meet with the hotel staff and go over all banquet event orders and reconfirm all details. Work closely with your committee for the details that will arise. Confirm that signage and room assignments are prepared.
Arrange for the GASFAA banner to be hung over the head table at opening and closing sessions and banquet.
Monitor the food events for numbers and quality of food and service.
Be prepared for room changes or time shifts due to running late that must be announced at the opening session.
Work closely with the Vendor/Sponsor coordinator with regards to any vendors who may want information stuffed into the registration packets.
Confirm any special arrangements your guest speakers may need, for example, hotel and airport transfers.
Have conference evaluation forms on the table for the final breakfast. The forms should also solicit ideas for the upcoming conference.

End of October/November and End of May/June

Compile the survey results. Share with the committee and make it a part of our board report. Finalize the hotel costs with the hotel representative. Finalize the conference budget with the Treasurer. You may choose to send a thank you note or email to presenters, moderators, committee members, etc.

Items to Consider:

Have Pictures from the previous conference made into a slide show & show just prior to or at the beginning of the opening and closing sessions. You may obtain pictures in various ways: from the newsletter editor, members taking pictures, disposable cameras given out.
Budget: keep in mind hotels charge sales tax but also service charge (as much as 21%) on everything.
Determine the block of rooms for lodging. Prepare for the possible need of an overflow Hotel.
You will need to reserve extra rooms in your name for speakers, guests etc. Be sure Hotel knows who the President is and that the room is a suite.
Consider in addition to listing the meeting rooms in the program, post signs on each floor showing the location of rooms.
Elections & Voting on Site – Coordinate with the Past President who is in charge of nominations and elections. Arrange for room, computers, and internet connection.
Banquet – The order of presenting the awards should be: board presentations if done at this time (Determined by the President), Honorary, Lifetime, Outstanding New Professional, Outstanding Service to Students, Past Presidents', and the Donald E. Payton Award.
Communicate with listserv regularly.
For moderators, consider: board members, candidates for office; vendors are always willing to step in.

Other Items To Do

Prepare GASFAA Grapevine newsletter Reports according to deadlines set by the Newsletter editor.
Prepare Board report for each Executive Board Meeting.

Attend the Transitional Board meeting to share information and experiences with the upcoming Vice President for Programs.

Make sure to properly document costs. Use the Reimbursement Form for reimbursements, payment to companies, charges on GASFAA credit card if any. Attach receipts for everything.

US Dept of Education Contacts:

David Bartnicki

Federal Training Officer,

Atlanta Regional Office

U.S. Department of Education

404-562-6267, fax 404-562-6321

David.Bartnicki@ed.gov

GASFAA Ribbons for nametags

Candidate

Executive Board

President

President Elect

Past President

First Time Attendee

Guest Speaker

Moderator

Presenter

Vendor/Sponsor

Professional Development Committee

Program Committee

Committee Member

SECRETARY

END OF JUNE

Record the minutes of the second day of the Transitional Board Meeting. Email the Transitional Board Meeting minutes to the full Board within two weeks following the meeting.

OCTOBER

Provide copies of the Spring Business Meeting for Conference Packets to the Vice President for Programs.

At the Fall Board Meeting, record minutes of the Fall Board Meeting. Submit minutes of second day of Transition Board meeting for approval.

At the Fall Conference, record minutes of Business Meeting (a two part session). Submit Spring Conference Business Meeting for approval.

Email the minutes of the Fall Board Meeting within two weeks following the meeting to the full Board.

JANUARY

Record minutes of Executive Board Meeting. Submit minutes of October's Executive Board Meeting and Business Meeting for approval.

Email the minutes of the Winter Board Meeting within two weeks of the meeting to the full Board.

MAY

Provide copies of the Fall Business Meeting for Conference Packets to the Vice President for Programs.

At the Spring Conference, record minutes of the Business Meeting (opening & closing). Submit Fall Conference Business Meeting minutes for approval.

At Spring Board Meeting, submit minutes of the Winter Board Meeting for approval and record minutes of Board Meeting.

Email the minutes of the Spring Board Meeting within two weeks following the meeting to the full Board.

JUNE

Submit Annual Report, Spring Conference Business Meeting Minutes for approval. Record minutes of first day of the Transitional Board Meeting.

Submit Spring Conference Business meeting minutes (electronically) to the New Year Secretary so that they may be submitted in the New Year to members for approval and copies. Provide New Secretary with recording equipment, electronic file of By-Laws, Policies & Procedures Manual and GASFAA logo.

END OF YEAR

Submit all approved minutes to Historian.

AS NEEDED

Update GASFAA By-Laws as GASFAA Members vote changes.

Update GASFAA By-Laws on website as needed.

Update Policy and Procedures as voted by GASFAA Executive Board.

As needed, purchase GASFAA Letterhead and envelopes using the Secretary line item budget. Supply to Executive Board Member.

Submit Business Meeting minutes to members for review. (Submit to newsletter, conference packets or at a business meeting session or possibly electronically as needed).

TREASURER

JULY

Prepare projected budget for present fiscal year
Pay travel expenses for Executive Board/Transitional Board Meeting
Request signature cards for new officers
Request credit card account for new President
Close credit card account for Past President
Obtain P.O. Box
Order new checks with new address

AUGUST

Print registration forms based upon membership records
Deliver registration forms and any other documentation to be included in Fall Conference packet to the Program Committee
Pay expense statements received

SEPTEMBER

Receive and process registration forms for Fall Conference
Forward copies (yellow) of registration forms to Membership Coordinator
Organize member copies (pink) to be used as member's receipt
File original copy of registration forms for Treasurer's records
Forward member copies (pink) to VP Programs for distribution at conference
Maintain bank accounts

OCTOBER ----- FALL CONFERENCE

Get a lot of rest!!!!
Reconcile membership records to determine those members who are paid-in-full, partially paid or owe the full balance
Print year-to-date budget for Executive Board members to be presented at Board meeting
Prepare year-to-date budget and make copies to be included with registration pack distributed at conference
Reconcile vendor records with Vendor/Sponsor Coordinator
Reconcile member records with Membership Coordinator
Report to President and VP Programs the number of paid registrants
Set up booth for on-site registration
Process registration forms and prepare a tally of registrants
Clear balances with hotel management after conference
File Federal Tax Return

NOVEMBER/DECEMBER

Reconcile account balances after conference
Send invoices to members with outstanding balances
Process any late vendor payments and/or membership forms
Submit newsletter entry to Newsletter Chair

JANUARY

Process and pay expense statements received
Prepare updated year-to-date budget for Executive Board members to be presented at Board meeting
Continue processing membership forms and forwarding copies to Membership Coordinator

FEBRUARY

Update registration/membership form for Spring Conference
Print registration forms based upon membership records
Deliver registration forms and any other documentation to be included in Spring Conference packet to the Program Committee
Continue processing membership forms and forwarding copies to Membership Coordinator
Process and pay expenses statements received

MARCH/APRIL

Receive and process registration forms for Spring Conference
Forward copies (yellow) of registration forms to Membership Coordinator
Organize member copies (pink) to be used as member's receipt
File original copy of registration forms for Treasurer's records
Forward member copies (pink) to VP Programs for distribution at conference
Maintain bank accounts

MAY ----- SPRING CONFERENCE

Get a lot of rest!!!!!!
Reconcile membership records to determine those members who are paid-in-full, partially paid or owe the full balance
Print year-to-date budget for Executive Board members to be presented at Board meeting
Prepare year-to-budget and make copies to be included with registration packet distributed at conference
Reconcile vendor records with Vendor/Sponsor Coordinator
Reconcile member records with Membership Coordinator
Report to President and VP Programs the number of paid registrants
Set up booth for on-site registration
Process registration forms and prepares at tally of registrants
Clear balances with hotel management after conference

JUNE

Reconcile account balances after conference
Reconcile financial accounts
Sent invoices to members with outstanding balances
Reconcile membership records with Membership Coordinator
Prepare actual budget of fiscal year for Executive Board members to be presented at Board meeting
Prepare for fiscal audit/tax preparation

NEWSLETTER EDITOR

JUNE

Transition Board Meeting
Determine fee structure
Committee selection

JULY

Verify with Vendor Sponsor Coordinator advertisement revenue/submission of advertisements by vendors
Send out call for submissions to the membership 6 to 8 weeks before they are due
Send out reminders to the membership for articles, as well as to the Executive Board for their reports, 2 weeks prior to the due date
Send assignments to the Newsletter Committee Members

EARLY JULY

Article submission Fall Edition

AUGUST

Have Fall Edition ready to post on the GASFAA Web site

SEPTEMBER

Send out call for submissions to the membership 6 to 8 weeks before they are due
Send out reminders to the membership for articles, as well as to the Executive Board for their reports, 2 weeks prior to the due date
Get any new ads from the Vendor Sponsor Coordinator
Send assignments to the Newsletter Committee Members

EARLY NOVEMBER

Article submission Winter Edition

DECEMBER

Have Winter Edition ready to post on the GASFAA Web site

FEBRUARY

Send out call for submissions to the membership 6 to 8 weeks before they are due
Send out reminders to the membership for articles, as well as to the Executive Board for their reports, 2 weeks prior to the due date
Get any new ads from the Vendor Sponsor Coordinator
Send assignments to the Newsletter Committee Members

EARLY MARCH

Article submission Spring Edition

APRIL

Have Spring Edition ready to post on the GASFAA Web site. The issue must be out at least 30 days before Spring Conference elections.

ADVERTISEMENTS

Advertisers have the option of purchasing full page or half page ads. Copy must be: camera-ready art or any electronic PC or Mac file format such as Illustrator, Photoshop, Quark, CorelDraw, Acrobat PDF, InDesign, EPS, TIFF, Hi-Res JPEGs and GIFs. Ads can be in color. Ads are submitted to the Vendor Sponsor Coordinator who will forward to the Newsletter Editor once payment is received. Some advertisers choose to submit a new ad for each issue, some will only have one ad per year. The Editor should rotate the ads each issue so that they are in different parts of the Newsletter each issue.

ARTICLES

A call for submissions should be made to the membership 6 to 8 weeks before the deadline to send the issue to the printer. Articles should be submitted in Word and should not contain any formatting. Articles from vendors/sponsors are accepted but should be company neutral and cannot advertise any goods or services. Edit for formatting and grammar. Any substantive changes in text should be sent to the author for approval.

COST PER ISSUE

The cost per issue is \$400 plus \$15 per page.

ELECTION ISSUE

The Election Issue must be online 30 days prior to the election. Candidates submit to the Past President their Statement of Candidacy, Experience, Education, and Professional Activities; as well as a digital print quality photo. The Past President is to review and forward to the Newsletter Editor for publication. Edit for format, however any changes in text, including grammar, should be run by the Past President and the candidate prior to the change being made.

INVOICES

Invoices are sent directly from the printer to the Treasurer, who makes payment. Be sure that the printer has the updated address for the Treasurer each June.

PHOTOGRAPHS

The membership loves to see photographs of themselves and their colleagues in the Newsletter. Photographs should be tasteful and work-appropriate.

PRINTER

In and Out Digital Printing
245 Cooper Avenue, Suite 100
Tonawanda, NY 14150

(716) 873-7333

<http://www.inoutdigital.com/>

Contact: Tim Egan (tegan@inoutdigital.com)

PROCEDURES

Choose a theme for the cover picture and send a page-by-page outline in the form of an email, example below. This is important because the printer needs the input of the Editor as to where in the newsletter certain articles need to be placed for importance. Do not worry too much about how big or small an article is, there are ways the printer can squeeze or stretch the info to fill the space. This will give the printer a starting point to start building the newsletter. The printer will follow the Editor's outline as closely as possible unless they get to a spot where they may need to make a small adjustment for space or cosmetic reasons.

Send the files via e-mail to the printer in multiple e-mails. The cover e-mail does not need to be changed. Color code what is being sent in each e-mail to avoid confusion on what is being attached.

"Already used" means that the ad will be the same one used in the last issue.

=====

SAMPLE

Hi Tim,

Here is the information for the Spring Grapevine. Thank you.

All Pages - Change to Volume 9 Issue 3

Cover - Please change Winter 2007 to Spring 2007

Cover – Pictures of the beach

Have listed GASFAA Spring Conference
King and Prince Resort
St. Simons Island, Georgia
May 23 – 25, 2007

Page 2 - Top - GASFAA Newsletter Committee (already used)

Bottom - Half Page Ad NelNet (already used)

Page 3 - Presidents message (see attached)

President Handcox's picture(already used)

Page 4 - Table of Contents (see attached)

Page 5 – Citibank full Page ad (already used)

Page 6 – Vice President Professional Development Exec Brd Report (see attached)

Page 7 – Vice President Program Exec Brd Report (see attached)

Page 8 - Treasurers Report (see attached)

Page 9 – TG Full Page Ad (already used)

Page 10 - Top – Membership Committee Report (see attached)

Bottom – AFC Half Page ad (already used)

(The items highlighted in red would be attached to this particular e-mail.)

PUBLICATION SCHEDULE

3 issues per year: August (Fall), December (Winter), April (Spring). The Spring issue is the election issue and must be out 30 days prior to the election.

CHAIR, MENTORING

JUNE

Attend the GASFAA Executive Board Meeting

JULY

Establish contact with previous chairperson to make sure you have copies to brochures and literature from the previous year. Begin revising a brochure that you will use to mail to all GASFAA members and to distribute at the Fall GASFAA conference.

AUGUST

Prepare fall GASFAA Newsletter article

Request labels from the GASFAA Membership Chair and mail your Mentoring brochure to all GASFAA members (or you may distribute the Mentor volunteer and Mentee request form at Fall GASFAA). Begin a file for Mentors and Mentees. Make sure you get email addresses, as this has become the easiest way for people to be in contact.

SEPTEMBER

Contact the Vendor Sponsor Coordinator and request a booth at Fall Conference. Begin preparing material for your booth, brochures, poster, bowl of candy, etc.

OCTOBER

Fall Conference will be the biggest opportunity to gather volunteers to the Mentoring Program. Suggestions include speaking at one of the general sessions, being at your booth frequently to encourage people to complete the brochure and placing a colorful flyer in everyone's packet. If possible, plan a social event in coordination with the Professional Development Committee's pre-conference activity.

NOVEMBER

After the Fall Conference begin matching up Mentors and Mentees. Make special effort to pair like institutions, as this has proven beneficial in the past. Contact each of the mentors and mentees and describe what their duties are.

DECEMBER

Continue pairing any late volunteer. Over the holidays you might send some not wishing them a happy holiday. This encourages contact if they have not made contact since the initial contact. Submit a newsletter to the GASFAA Newsletter editor congratulating the volunteers and encouraging others to join.

JANUARY

Attend the GASFAA Executive Board Meeting

FEBRUARY

Submit another article to the newsletter editor about the mentoring program

MARCH

Contact each of the mentors and mentees to see if they have any questions, concerns or comments

APRIL

Prepare certificates for each participant in the program and send them a notice encouraging them to come to the Spring GASFAA Conference

MAY

Prepare your comments to be made at the Spring GASFAA Conference to the Executive Board and to the general assembly. Hand out certificates at the general assembly so everyone can see how many people were involved.

JUNE

Attend the GASFAA Executive Board meeting and update this timeline for your predecessor.

CHAIR, COMMUNITY ACTION

JUNE

Transitional Board meeting

JULY

Hold first meeting to plan fall activities. Two activities to plan for

- 1) Booth at fall conference to promote College Goal Sunday
- 2) Charity drive at fall conference

AUGUST

If planning to exhibit at the Georgia School Counselor Association Conference, submit Exhibitor Reservation Form. Info can be found at <http://www.gaschoolcounselors.com>. Deadline is approximately September 15 of each year.

SEPTEMBER

Send Emails to GASFAA membership to promote charity event at the fall conference. Emails should increase with frequency the closer the conference gets.

OCTOBER

Executive Board Meeting before conference

Conference activities:

- Booth for College Goal Sunday
- Charity Drive

Deliver items from charity drive

JANUARY

Winter Board meeting

Hold second meeting with committee to discuss College Goal Sunday and spring conference activities.

Work with College Goal Sunday Task Force to make outreach calls, help with promotion, etc.

FEBRUARY

Assist with College Goal Sunday. Begin preparation for Silent Auction.

MARCH

Continue preparations for Silent Auction.

APRIL

Work with treasurer to order silent auction items with GASFAA Amex points.

One month prior to conference, email GASFAA membership to promote silent auction and request donations.

MAY

Spring Board meeting held before conference

Additional emails to GASFAA membership promoting silent auction prior to conference.

Silent Auction at Conference

JUNE

Transitional Board meeting

VENDOR/SPONSOR COORDINATOR

Coordinate the relationship of GASFAA with its sponsors, exhibitors and advertisers. Communicate the appreciation for their support. Track sponsorship agreements and income. Manage the Sponsorship income line item of the GASFAA annual budget. Majority of communications are time sensitive. Communicating as early as possible and as quick as possible is best.

JUNE

Transitional Executive Board Meeting. Sponsorship Rates/Tiers for Fall and Spring Conference Vendor/Exhibit tables, Newsletter and Web Banner Ads, and sponsorship of Professional Development Events are determined for the year.

The major portion of coordination and work occurs with the President, Treasurer, Electronic Services Chair, Newsletter Editor, Vice President for Programs, and Vice President for Professional Development.

Ensure proper mention of sponsorship is given throughout the year.

JULY- AUGUST

Create the Sponsorship Participation Agreement Form and email it with message to all and any potential sponsors and exhibitors.

Newsletter Advertisements – 3 editions per year. Fall, Winter, & Spring.

Must communicate information regarding advertising in the newsletter – coordinate with the Newsletter Editor. Acceptable ad formats are provided by the Editor. Collect the ads from those that indicated on the participation agreement to be a newsletter advertiser. Email the ads to the Newsletter Editor by his/her deadlines for each edition. Advertisers can change their newsletter ad for each edition. Email them with the deadline and if do not receive a new ad will use the previous ad.

Webpage Advertisements – 1 banner ad across the top through the year. Ads rotation on a standard basis. Rotation cannot not be chosen. Must communicate information regarding the Website Ads – coordinate with the Electronic Services Chair. Acceptable ad formats are provided by the Electronic Services Chair. Collect ads from those that indicated on the participation agreement to be a website advertiser. Webpage ad is used for the year. If an advertiser wants to change their ad there is a \$100 change fee.

Send your Vendor Sponsor Report to Newsletter Editor.

SEPTEMBER

Track vendors and sponsorship for the Fall Conference and send invoices in a timely manner.

Work with the Vice President of Program to determine the Fall Conference Information related to Exhibitors and Sponsors. Develop Hotel information for vendor area, packages being shipped in & out, setup and breakdown times for vendor area, Lender/Guarantor/Service Sector Meeting time & location.

Prior to conference email all participating vendors with reminders to register, vendor area info and highlights of the conference that would be of interest to them (such as opening session when the President normally acknowledges each vendor/sponsor to stand, general sessions, sector meeting and social events.)

Provide the VP for Program a list of the sponsors, exhibitors, advertisers in the order of amount and use the proper names & spelling of the companies. The list is to be printed in the program (online or in paper).

OCTOBER

Prior to the Conference:

Provide the President a list of the sponsors, exhibitors, advertisers in the order of amount and use the proper names & spelling of the companies for him/her to recognize at the opening session.

Fall Conference. Board Meeting. Prepare report. Coordinate with the Treasurer on reconciling all aspects of sponsorship.

At the Conference:

Work with Vice President for Programs and the hotel regarding Vendor/exhibit area. Prior to vendor area setup (normally, the evening before) assign tables, consider level of sponsorship. Help vendors with setup process by assuring all packages are accounted for, contact & communicate with hotel staff as needed. Facilitate the Lender/ Guarantor Sector Meeting. Sector meeting is opportunity for lenders/guarantors/servicers to express concerns regarding the conferences, association, and other items affecting their function.

OCTOBER – NOVEMBER - AFTER THE CONFERENCE

Send invoices of any outstanding balances. Finalize and balance with the Treasurer as needed. Send thank you email to all Fall Conference vendors/sponsors.

DECEMBER

Newsletter Editor will inform you of Winter Edition deadline. Email those advertising in Newsletter.

Collect Newsletter Ads for Winter Edition. Send to Newsletter Editor. Send your Vendor Sponsor Report to Newsletter Editor.

JANUARY - FEBRUARY

Board Meeting – prepare report.

Determine midyear sponsorship opportunities. Send out Midyear Sponsorship Participation Agreement to those companies that have not participated and those that are below the top tier sponsorship explaining opportunities for advertising and spring conference exhibiting.

FEBRUARY

Track vendors and sponsorship agreements and send invoices in a timely manner.

Work with the Vice President of Program to determine the Spring Conference Information related to Exhibitors and Sponsors. Develop Hotel information for vendor area, packages being shipped in & out, setup and breakdown times for vendor area, Lender/Guarantor/Servicer Sector Meeting time & location.

MARCH

Follow up with vendors regarding spring sponsorship.

Newsletter Editor will inform you of Spring Edition deadline. Email those advertising in Newsletter.

Collect Newsletter Ads for Spring Edition. Sent to Newsletter Editor. Editor informs you of the deadlines for each edition and acceptable format. Send your Vendor Sponsor Report to Newsletter Editor.

Continue to track vendors and sponsorship for the Spring Conference and send needed invoices in a timely manner.

APRIL

Work with the Vice President of Program to determine the Spring Conference Information related to Exhibitors and Sponsors. Develop Hotel information for vendor area, packages being shipped in & out, setup and breakdown times for vendor area, Lender/Guarantor Sector Meeting time & location.

Prior to conference email all participating vendors with reminders to register, vendor area info and highlights of the conference that would be of interest to them (such as opening session when the President normally acknowledges each vendor/sponsor to stand, general sessions, sector meeting and social events.)

Provide the VP for Program a list of the sponsors, exhibitors, advertisers in the order of amount and use the proper names & spelling of the companies. The list is to be printed in the program (online or in paper).

MAY

Prior to the Conference:

Prepare for Spring Conference Board Meeting. Coordinate with the Treasurer on reconciling vendor and hard sponsorship.

Provide the President a list of the sponsors, exhibitors, advertisers in the order of amount and use the proper names & spelling of the companies for him/her to recognize at the opening session.

At the Conference:

Work with Vice President for Programs and the hotel regarding Vendor/exhibit area. Prior to vendor area setup assign tables, consider level of sponsorship. Help vendors with setup process by assuring all packages are accounted for, contact & communicate with hotel staff as needed. Facilitate the Lender/Guarantor Sector Meeting. Sector meeting is opportunity for lenders to express concerns regarding the conferences and other items affecting their function.

MAY-JUNE

Send invoices as needed, reconcile sponsorship with GASFAA Treasurer. After conference follow-up with thank you notes as done after the Fall Conference.

Prepare Board Report for Transitional Board Meeting. Prepare information for New Year Vendor Sponsor Coordinator (distribution list of potential sponsors and exhibitors, agreement forms examples of communications, etc.

CHAIR, MEMBERSHIP

JULY - JUNE

Send birthday emails

JULY

Email all members to renew membership and solicit new members for GASFAA & SASFAA

AUGUST

Email all members to renew membership and solicit new members for GASFAA & SASFAA

SEPTEMBER

Coordinate with VP for Programs for space at Fall Conference for first time attendees reception

Send initial invitation to new GASFAA members and first time attendees reception

Email soliciting new members and targeting previous members who have not renewed membership

OCTOBER

Send final invitation for First Time Attendees Reception

Fall Conference

NOVEMBER

Target email to non renewed members

DECEMBER

Target email to non renewed members

JANUARY

Email soliciting SAFAA membership

FEBRUARY

Email soliciting SAFAA membership

MARCH

Target email to non renewed members

APRIL

Coordinate with VP for Programs for space at Spring Conference for first time attendees reception

Publicize "Get To Know GASFAA"

Send initial invitation to new GASFAA members and first time attendees reception

Target email to non renewed members

MAY

Send final invitation for First Time Attendees Reception

Prepare "Get To Know GASFAA" Questionnaire

Spring Conference

Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Listserv	X	X	X	X	X	X	X	X	X	X	X	X	
Fall Conf							X						
Spring Conf							X						
Directory					X				X				
DB Backup	X	X	X	X	X	X	X	X	X	X	X	X	
Newsletter			X			X			X			X	
Executive Bd. Meeting			X			X			X			X	
Database	X	X	X	X	X	X	X	X	X	X	X	X	

Membership Responsibilities

Executive Board Reports: Transition Meeting

Fall Conference

Mid Year Meeting (January)

Spring Conference

Membership Database: Membership data must be updates as the Treasurer received membership forms. Database requires back standards.

Membership Directory: Directory should be printed and distributed to membership annually. Layout should be prepared in July for and October distribution to membership.

Listserv: All members should be added to the listserv. Listserv is for GASFAA members ONLY. Access to the listserv will be carried over until December 31st of each year.

Fall Conference: Coordinate with Program Committee about membership data requirements.

Examples: Mailing labels for Pre-Conference mail out

Conference Packet Labels

Print Conference Registration Roster

Print nametags

Spring Conference: Coordinate with Program Committee about membership data requirements.

Examples: Mailing labels for Pre-Conference mail out

Conference Packet Labels

Print Conference Registration Roster

Print nametags

Print Voting Roster

Newsletter: Labels are required to mail out all four (4) newsletters.

CHAIR, LEGISLATIVE AFFAIRS

This timeline is to be used as a guideline. It is assumed that this committee will become more and more active during peak legislative periods such as Re-Authorization.

June Transitional Board Meeting:

Discuss with President and Board members what the expectations might be for the upcoming year as well as any unfinished business. Choose committee members.

As necessary throughout the year:

Update the Board and Association of any and all activities that may be occurring in the local, state or national level that would impact the financial aid process.

Provide written updates as necessary for all newsletters

Utilize the GASFAA listserv to keep members informed of any and all updates

Subscribe to the NASFAA daily newsletter; update the association of items of relevance.

August: Write article for upcoming Grapevine

October: Create report of activities for Fall Board Meeting and GASFAA conference

December: Write article for upcoming Grapevine

March: Write article for upcoming Grapevine

May: Prepare report of activities for Spring Board Meeting and GASFAA conference

June: Prepare information for Transition Board Meeting

CHAIR, DIVERSITY

JUNE

Attend the transitional board meeting of GASFAA. Provide Executive Board with a proposed “Goals and Objectives” for the upcoming year for approval. Select Committee Members for approval by the Executive Board.

JULY

Send out welcome letters to the committee members along with the goals & objectives for the year. Provide members with contact information and a proposed meeting date to plan the year’s activities. Contact the Vice-President of Programs to generate ideas of how the Diversity Committee can be involved at the Fall Conference. Think of ways that the Diversity Committee can provide information to the GASFAA membership throughout the year (preferably on a monthly basis).

AUGUST

Meet with the Diversity Committee to share the information from the Vice-President of Program and begin working on the Fall Conference. Plan/coordinate activities for the remaining year. Send an update out to the GASFAA listserv about the plans of the committee.
Write Chair’s report for GASFAA newsletter.

SEPTEMBER

Work with GASFAA program committee to ensure that “diverse” issues are included in the Fall Conference. Update GASFAA listserv with information that would be helpful to the membership.

OCTOBER

Write Chair’s report for Executive Board Meeting. Be prepared to share the Committee’s report during the Fall Conference.
Attend SASFAA Diversity Committee meeting, if possible.

NOVEMBER

Update GASFAA listserv with information that would be helpful to the membership.

DECEMBER

Contact the Vice-President of Programs to generate ideas of how the Diversity Committee can be involved at the Spring Conference.
Update GASFAA listserv with information that would be helpful to the membership.
Write Chair’s report for GASFAA newsletter.
Attend SASFAA Diversity Committee meeting, if possible.

JANUARY

Attend Executive Board meeting. Write Chair’s report for Executive Board Meeting. Update GASFAA listserv with information that would be helpful to the membership.

FEBRUARY

Attend SASFAA Conference, if possible.
Update GASFAA listserv with information that would be helpful to the membership.

Work with GASFAA program committee to ensure that “diverse” issues are included in the Spring Conference.

Join the Executive Board at the “GASFAA Day at the Capitol”.

Participate in the annual GASFAA/GSFC Chat Night.

MARCH

Update GASFAA listserv with information that would be helpful to the membership.

Write Chair’s report for GASFAA newsletter.

APRIL

Update GASFAA listserv with information that would be helpful to the membership.

Finalize plans for participating in the Annual GASFAA Spring Conference.

MAY

Write Chair’s report for Executive Board Meeting. Be prepared to share the Committee’s report during the Spring Conference.

Write final newsletter article for GASFAA.

Update/Revise Policies and Procedures for Diversity Committee, as necessary.

CHAIR, ELECTRONIC SERVICES

JUNE

Prepare last report. Attend the transitional board meeting. Review and update goals for the new year and submit to Executive Board for approval. Select Electronic Services committee members.

JULY

Send information to ATAC for new Executive Board Members. Coordinate other updates as received from board members such as new year membership application, Executive Board photos, and President's letter. Meet with committee and review the website. Coordinate updates/post new items as submitted.

AUGUST

Verify length of extension for prior year membership. Begin coordinating updates for Fall Conference. Coordinate updates/post new items as submitted.

SEPTEMBER

Coordinate updates for Fall Conference. Coordinate updates/post new items as submitted.

OCTOBER

Attend Fall Conference. Coordinate updates/post new items as submitted.

NOVEMBER

Coordinate updates/post new items as submitted.

DECEMBER

Coordinate updates/post new items as submitted.

JANUARY

Attend GASFAA Executive Board meeting. Request the Executive Board approve renewal of the ATAC contract. Coordinate updates/post new items as submitted.

FEBRUARY

Begin coordinating updates for Spring Conference. Coordinate updates/post new items as submitted.

MARCH

Coordinate updates for Spring Conference. Coordinate updates/post new items as submitted.

APRIL

Coordinate updates for Spring Conference. Coordinate updates/post new items as submitted.

MAY

Prepare and give committee report at GASFAA Executive Board Meeting. Attend GASFAA Spring Conference. Assist with online voting for officers as needed. Post online conference survey and presentations from the Spring Conference to the website as received. If possible, work with committee to collect presentations at the conference or get them from program committee.

After the conference: Post the following information:

Conference Survey (is applicable)

Conference Sessions

Memorial Scholarship Recipients

New Honorary Memberships (if applicable)

New Lifetime Memberships (if applicable)

CHAIR, BUDGET & FINANCE

The budget and finance committee develops and recommends financial management strategies to ensure the fiscal integrity of the Association. To achieve these duties, the budget and finance committee will:

- a. Monitor and analyze all investments made by the Association. Advise and make recommendations to the Executive Board regarding short-term and long-term investments;
- b. Maintain contact with the investment company(ies);
- c. Work with Treasurer to coordinate any transactions regarding the Memorial Scholarship funds.
- d. Work with the Treasurer to ensure that all financial reports including tax returns are filed by established deadlines.
- e. The Finance and Budget Committee will perform other duties within the scope of the committee as deemed necessary by the President.
- f. Assist the Treasurer at the Conferences and in other times as needed.
- g. Maintains the GASFAA Memorial Scholarship and is responsible for disseminating funds to the yearly recipients as wells as making deposits from fund raising activities.

CHAIR, STRATEGIC LONG-RANGE PLANNING

- a. The time line for this committee is still being developed as the Plan was just approved for implementation in the 2001-2002 year. The following is the anticipated Timeline but it will likely require significant revision at the end of the year.
- b. July Board Meeting**
- c. Discuss with all Officers and Committee Chairs their part of the Plan, which should be followed as they go about their work during the coming year.
- d. October Board Meeting**
- e. Review with all Officers and Committee Chairs the status of their work.
- f. January Board Meeting**
- g. Review with all Officers and Committee Chairs that status of their work.
- h. Prior to May Board Meeting**
- i. Via email correspond with each Officer and Committee Chair and get an update on his or her work according to the Plan schedule.
- j. May Board Meeting**
- k. Submit written report with status of work accomplished during the year in each area as it relates to the Plan.
- l. June Newsletter Deadline**
- m. Submit annual report for publication in the Summer GASFAA Grapevine.
- n. June Transitional Board Meeting**
- o. Work with incoming Committee Chair to facilitate smooth transition to new chair.



APPENDIX B
STRATEGIC LONG-RANGE PLAN

**GEORGIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
(GASFAA)
STRATEGIC PLAN
2007-2012**

GASFAA was established in 1967 with the primary purpose of providing a common ground for financial aid administrators and others involved in assisting students finance their postsecondary education. Long range or Strategic Planning is a critical component of GASFAA's mission.

Beginning with the 1999-2000 year, GASFAA set forth to create a five-year plan. Over a two year period, a group of GASFAA members with input from the Executive Board created the Strategic Plan 2001-2006. This plan was revisited and evaluated during the five year time period. Based on that plan, its evaluation, the growth of the Association and the diversity of the Association, a retreat of GASFAA members was held to fully review and explore GASFAA's mission, goals and objectives. The Strategic Plan outlined below is a framework for guiding the Association over the next five years.

MISSION STATEMENT

The Georgia Association of Student Financial Aid Administrators, Inc. is a professional organization that promotes the development of its members as they serve the needs of students, families, institutions and communities to meet the cost of postsecondary education.

CONFERENCES AND PROFESSIONAL DEVELOPMENT ACTIVITIES

GOAL: GASFAA Conferences should continue to address the needs of all members while presenting timely training and networking opportunities to all participants.

Objective #1: Emphasis should be placed on expanding training opportunities in the fall to include student financial aid counselors and support staff as well as other related campus offices (Bursar's Office, Admissions, Registrar, Information Technology, etc.).

Objective #2: Explore non-traditional delivery of training opportunities (e.g., one-day workshops, web/on-line training, etc.).

Objective #3: Research minimizing the fall conference into a series of one-day workshops and strengthening the content of the spring conference.

Objective #4: Maintain a continuing effort to keep conference registrations and costs as reasonable as possible to facilitate increased participation by the membership.

Objective #5: Professional development activities should be held in locations across the state to increase participation by the members.

FINANCES

GOAL: Strengthen the fiscal integrity of GASFAA by regularly exploring opportunities for future financial growth as well as maintaining the accountability of association funds and records.

Objective #1: Explore opportunities for external review (professional audit) of association funds on a timely basis more frequently than an annual review.

Objective #2: Recommend the creation of a finance committee appointed by the President with the approval of the Executive Committee to regularly review the financial records, to make recommendations for future growth, and to articulate policies related to finances.

Objective #3: Explore the need for GASFAA to have liability insurance for association events.

Objective #4: Recommend the appropriation of funding for research grants and outreach programs for the purpose of advancing financial aid awareness to our constituencies – students, families, staff, and legislators.

GOVERNANCE & BY-LAWS

GOAL: Maintain the by-laws as an open and active document during the annual operations of GASFAA.

Objective #1: A complete review of the by-laws should be a routine component of a transitional board activity each year.

Objective #2: Educate board candidates regarding the by-laws prior to election each year.

MEMBERSHIP

GOAL: GASFAA will encourage and solicit membership from all individuals associated with the administration of student financial aid.

Objective #1: Explore options of institutional membership vs. individual membership.

Objective #2: Survey members regarding needs and activities which the association can provide.

POLICIES & PROCEDURES

GOAL: The GASFAA Policies & Procedures Manual should be reviewed on a continual basis.

Objective #1: The secretary should convene the Policies & Procedures Committee as outlined in the by-laws. The purpose of this committee is to review minutes of Executive Board, minutes of conferences, and Policies & Procedures Manual for agreement annually.

Objective #2: Each Board member will provide at the end of his/her term an up-to-date timeline of activities during the past year. These are to be given to the incoming Board members at the transitional board meeting each year. The GASFAA secretary will be responsible for collecting these and attaching them to the Policies & Procedures Manual as an addendum.

LEGISLATIVE ACTION

GOAL: GASFAA should incorporate a four-step process of internal debate, research, consensus, and communication with leaders as a means of heightening awareness of legislative issues which concern the financial aid community.

Objective #1: Explore any legal implications of lobbying activities for a non-profit organization.

Objective #2: Disseminate information to the GASFAA membership regarding bills submitted to the US Congress and Georgia legislature.

Objective #3: Encourage internal debate among the GASFAA membership regarding "hot-topic" legislative issues.

HISTORY

GOAL: Maintain an accurate historical record of GASFAA.

Objective #1: Recommend a formal procedure for cataloging archives and to budget for investing in electronic services.

Objective #2: Develop a GASFAA History display at the annual conference(s).

Objective #3: Highlight the history of GASFAA as part of the 40th anniversary in 2007-2008. Include all past presidents.

MEMORIAL SCHOLARSHIP

GOAL: Promote financial support to students in memory/honor of financial aid administrators who demonstrated professional commitment to the administration of Student Financial Aid.

Objective #1: Open competition for scholarships to students statewide with recipients selected by Past Presidents Council based on academic performance, a brief essay, etc.

Objective #2: Promote contributions "in honor of" living colleagues as well as "in memory of" deceased colleagues. Recognize donors annually in newsletter, conference programs, brochure, etc.

Objective #3: Determine that the Memorial Scholarship is GASFAA's only fund-raising activity unless another project is approved by the Executive Committee.

Objective #4: Develop annual and one-time fund-raising activities that support the Memorial Scholarship that surpass current fund-raising activities (i.e., scholarship dinner, cookbook, dance, etc.).

Objective #5: Distribute annually the GASFAA Memorial Scholarship brochure to Presidents of GASFAA institutions, foundations at GASFAA institutions, families of deceased colleagues honored by the scholarship, and previous donors not included in the preceding group. Provide funding for this through the current GASFAA budget and maintain the funding annually.

LENDER/VENDOR RELATIONS

GOAL: To maintain an effective partnership to assist in promoting professional development for all persons involved in student financial aid administration.

Objective #1: Efforts should be made at every GASFAA function to insure that appropriate display space, recognition and support are provided to our lenders and vendors.

Objective #2: Encourage the involvement of both lenders/vendors and school representatives for joint presentation of conference sessions, training sessions, etc.

PUBLICATIONS AND COMMUNICATIONS

GOAL: GASFAA will provide timely publications and communications that inform and update the membership.

Objective #1: Evaluate the current schedule of all publications (newsletter, website, listserv, directory, etc.) in reference to the content that they contain and their timeliness.

Objective #2: Provide the membership directory and newsletters in PDF form and discontinue paper-printing of these items by 2007-2008.

Objective #3: Encourage conference session moderators to promote open communication and to foster the concept of “no dumb questions in Financial Aid.”

STRATEGIC PLANNING

GOAL: GASFAA will maintain an ongoing five-year plan to guide the growth of the association.

Objective #1: An annual review of the Strategic Plan should be written to the Executive Board by the Strategic Planning Committee. This review should occur each spring and be presented to the Association.

Objective #2: The Strategic Plan should be reviewed by the Executive Board at the beginning of each fiscal year for planning purposes.



APPENDIX C
CONFLICT OF INTEREST POLICY

GASFAA Conflict of Interest Policy

Adopted: January 23, 2009

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest (Georgia Association of Student Financial Aid Administrators - GASFAA) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of GASFAA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any GASFAA Board Member, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which GASFAA has a transaction or arrangement that has a value in excess of \$25.00.
- b. A compensation arrangement with GASFAA or with any entity or individual with which GASFAA has a transaction or arrangement that has a value in excess of \$25.00, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which GASFAA is negotiating a transaction or arrangement that has a value in excess of \$25.00.
- d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- e. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the GASFAA Board decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board Members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board, if appropriate, appoints a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether GASFAA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in GASFAA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.