

1. Introduction

The Kentucky Association of Student Financial Aid Administrators (KASFAA) Policy and Procedure Manual (Manual) supplements the Articles of Incorporation and the Association By-Laws by providing specific policy guidance and procedures that are required to be used by the members of the Executive Board (hereafter also referred to as the Board) and committee chairs. It provides an overview of the Association's structure, describes the responsibilities of members who hold leadership positions, and provides guidance and reference to be used in the conduct of Association activities.

1.1 Purpose and Scope

The KASFAA Policy and Procedure Manual is designed to provide the Executive Board with easy access to essential information about the policies and procedures which govern KASFAA. These policies and procedures are intended to further the mission of the Association, ensure fiscal integrity and support the continued viability of the Association.

A number of additional benefits are expected from the use of the Manual, including a greater understanding of Association responsibilities among members, a consistency of interpretation and processes, and a means of familiarizing those members serving in leadership positions for the first time with their individual responsibilities as well as the overall role of KASFAA.

The Manual is not intended to include a description of every function of the Association nor of every activity conducted by the Association. The Manual is intended to be a living document that will change as necessary to fit the Association's needs.

1.2 How to Use the Manual

All members of the Board and committee chairs are responsible for using the Manual to perform their duties.

The Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections. In addition, Appendix A includes attachments pertaining to items referenced throughout the Manual. Most standard forms are retained on record with the Secretary for officer and committee use, as needed. Appendix B contains the *KASFAA Long-Range Plan*. Appendix C contains *KASFAA's Operational Calendar(s)*.

A numerical outline is used as the format, as listed in the Table of Contents. Chapter 1, for example, contains three sub-sections: 1.1, 1.2, and 1.3.

The secretary maintains the manual. The Association has adopted a standard software (Word), format (Numerical Outline) and type style (Times New Roman) to be used throughout the Manual. All future changes to the Manual must adhere to these standards.

1.3 Updating the Manual

All officers and committee chairpersons are responsible for identifying areas in need of new or revised policy guidance or procedural change and for recommending appropriate changes. The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary incorporates the changes.

The KASFAA Policy and Procedure Manual shall be reviewed by the Executive Board annually to ensure that it continues to further the mission of the Association and its financial integrity. All proposed changes to the Manual must be approved by a majority vote of members present at a meeting of the Board.

1.4 Compliance

All Board members and representatives to the Board (committee chairpersons, liaisons, etc.) are responsible for ensuring adherence to the established policies and procedures.