

6. Duties and Responsibilities of Committees and Liaisons

The committee chairs work in conjunction with the President to select committee members considering experience, ethnicity, sector interests and gender. Each committee shall:

- a. Develop goals and objectives in keeping with committee charges, the By-Laws, the mission statement and long-range plan.
- b. Submit articles to the newsletter editor and submit updates of activities to the Technology chair for publication on the web site.
- c. Prepare and submit reports to the Secretary and make reports and submit action items at Executive Board meetings.
- d. Submit an end-of-the-year report at the Transition meeting to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.
- e. Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Policy and Procedures manual.
- f. Establish an e-mail distribution list or listserv, as appropriate, to foster electronic communication among members.
- g. Forward to their successors all pertinent records and reports by August 1. In the event of a committee chair's resignation or removal from office, all of his/her records must be submitted to his/her successor or to the Association Secretary, as appropriate, within 30 days.
- h. Perform other duties as requested by the President and provide copies of correspondence to the President.

6.1 Committees

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association.

Specific committees continue on an ongoing basis as "standing" committees of the Association while other "discretionary" committees may be established to accomplish special functions that may not continue from one administration to the next. Committee appointments shall be made by the President in consultation with the Committee Chair.

6.1.1 Standing Committees

A standing committee is one that the Executive Board has recognized as essential to the function of the Association and is maintained from one

administration to the next. Specific duties and responsibilities of each standing committee are outlined in the following sections of this Manual. Standing committees include the following:

1. Public Relations (section 6.2)
2. Budget and Finance (section 6.3)
3. Nominating (section 6.4)
4. Articles of Incorporation and By-Laws (section 6.5)
5. Program (section 6.6)
6. Newsletter (section 6.7)
7. Archivist/Historian (section 6.8)
8. Legislative (section 6.9)
9. Vendor/Sponsor (section 6.10)
10. Awards (section 6.11)
11. Diversity (section 6.12)
12. Long-Range Planning (section 6.13)
13. Membership (section 6.14)
14. Training (section 6.15)
15. College Goal Sunday (section 6.16)
16. Technology (section 6.17)

6.1.2 Discretionary Committees

Discretionary committees are those appointments which the Executive Board recognize as being necessary to fulfill distinct needs of the Association. However, the President has the discretion whether to activate these committees from one administration to the next. The President, with the approval of the Executive Board, may identify additional discretionary committees as the needs of the Association warrant. Such committees have the same general responsibilities to the Executive Board and the membership of the Association as standing committees. Specific duties and responsibilities of discretionary committees are outlined in the following sections of this Manual.

6.1.3 Special Ad Hoc Committees

At the discretion of the President and/or the Executive Board, certain ad hoc committees may be established to address special, short-term projects. In contrast to discretionary committees, and given the primary purpose of these committees, it is unlikely that these committees will continue beyond one year.

6.2 Public Relations

The public Relations Committee shall consider and recommend to the President such matters of public concern as are worthy of approval or

disapproval by the Corporation. This Committee shall investigate and make public goals, purposes and accomplishments of the Corporation.

It is the responsibility for each committee chair to put in writing the calendar of events planned for that year, the responsibilities of the committee members and the goals of the chair and submit to the President and the committee members. This report is to be given to the next committee chair.

6.3 Budget and Finance

The Budget and Finance Committee shall advise the Executive Board of Directors on all financial matters. The Budget Committee should meet at the time of the Transition Meeting of the Executive Board to prepare a tentative budget to present to the Executive Board at their first meeting of the fiscal year. The newly elected officers of the Association will operate on a tentative budget until the first state meeting of the Association. The Budget and Finance committee shall present the tentative Annual Budget to the full membership for vote on the budget at the Fall Business Meeting. The Budget Committee shall perform an annual audit of the financial records of the corporation. Ex-officio members of this committee should be President, President-Elect, Treasurer, and Vendor Sponsor chair.

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6.4 Nominating Committee

The President shall appoint a Nominating Committee composed of the Past-President as chair and sector representation. The Nominating Committee presents a slate of candidates who meet the criteria for the vacancies in the offices of President-Elect, Secretary, Treasurer, Vice-President, and Sector Representatives.

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6.4.1 Nominations

The Nominating Committee should solicit members to fill various offices in the Association. The KASF^{AA} Newsletter should carry a request for nominations from the state membership at large.

The Nominating Chairperson shall set a date and time for the committee to meet. The meeting may occur via conference call, at the discretion of the Nominating Chair. The Nominating Committee shall ascertain that nominees for each office are qualified to serve and are able and willing to faithfully discharge the duties of their prospective offices. In as much as possible, it is strongly encouraged that the Nominating Committee prepares a dual slate of candidates to be presented to the Executive Board. The Chair of the Nominating Committee shall present the Committee's Slate of Nominees at the December Executive Board Meeting. Once candidates are approved, the Chair of the Nominating committee shall submit biographical data and other pertinent data to the Newsletter Chair to be published in an online format 30 days prior to the election.

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6.4.2 Elections

The KASF^{AA} election shall be held online during a 10-14 day period in late January and/or early February. During the election, each paid KASF^{AA} member will be able to access an electronic ballot that contains the names of nominees for the appropriate offices. Provisions for write in-candidates will be available. Votes will be tallied electronically, and the tally will be accessible by the Nominating Chair. The Nominating Committee should make every effort to inform the unsuccessful candidates prior to any general announcement of election results.

In the event a candidate does not receive more than fifty (50) percent of the votes cast, there will be a run-off election for the position involving the two candidates with the largest number of votes. Such an election will be conducted with a secret ballot.

6.5 Articles of Incorporation and By-Laws

The Articles of Incorporation and By-Laws committee, chaired by the Secretary, annually conducts a review and recommends changes to the By-Laws to the Executive Board. The Articles of Incorporation and By-Laws Committee shall familiarize themselves with Articles of Incorporation and By-Laws of NASFAA, SASFAA, and KASFAA. This committee shall further submit any changes or recommendations for changes to the membership for their consideration. Proposed changes to the By-Laws or Articles of Incorporation require 30 days prior notice to the membership before voting. Current Articles of Incorporation and By-Laws will be maintained in the Policy and Procedures Manual.

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6.6 Program

The Program Committee shall be responsible for planning a minimum of two meetings of the Corporation during the academic year, one in the Fall and one in the Spring. The Committee strives to include training, professional development and networking activities. To achieve these goals, the committee will:

- a. Coordinates conference activities with the vendor/sponsor, training, budget and finance, and membership committees.
- b. Solicit proposals to develop general and interest sessions and secures speakers that appeal to the various sectors and experience levels of the membership.
- c. Review evaluations from the prior conference to assess interest and need for appropriate adjustments for current conference plans.
- d. Plan pre-conference workshops and seminars that address the needs of different segments of the membership.
- e. Assist in developing the conference budget and adheres to the approved budget.
- f. Secures volunteers to help perform the duties of the committee.
- g. Maintain all related correspondence and materials.
- h. Prepare a conference evaluation for use by the next Program chair.
- i. Provide news articles and promotional materials for the newsletter, conference mailings, and the KASFAA listserv and web site.
- j. Report on activities to the Website/Technology chair and present reports to the Executive Board.
- k. Provide a list of sponsorship activities to the Vendor/Sponsor chair.

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6.7 Newsletter

The Newsletter Committee shall be responsible for the publication of a Corporation Newsletter and the editor of this Newsletter shall chair this committee. The newsletter chair coordinates the production of the KASFAA newsletter that contains information on activities and issues important to the membership. Three issues are produced annually and mailed to members in October, March, and June. These issues are also made available to members on the KASFAA website. Production and distribution of the newsletter must comply with fiscal year and bylaws requirements. To produce the newsletter, the chair will:

- a. Solicit pertinent articles from the KASFAA membership, send the KASFAA board and committee chairs reminders of upcoming submission deadlines, edits articles for accuracy, quality, and appropriate length and incorporate photographs and graphics when needed.
- b. Review NASFAA press releases for articles appropriate for placement in the KASFAA newsletter.
- c. Coordinate newsletter advertising with the Treasurer for collection.
- d. Collect the newsletter sponsorship ads and/or logos from sponsors.
- e. Send an email announcement of the newsletter's on-line availability to the KASFAA membership.
- f. Work with the Budget and Finance Committee to review and recommend the rates for advertisements.
- g. Develop a production schedule that addresses any provisions set out in the bylaws, such as distribution of nominations and elections materials.
- h. Forward the finished version of the newsletter to the Technology chair for posting to the KASFAA website.

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6.8 Archivist/Historian

The Archivist/Historian shall be responsible for collecting, organizing, housing, and maintaining KASFAA records and historic documents.

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6.9 Legislative

The Membership of the Legislative Committee should include representation from each sector of the Corporation, as well as representation from each of Kentucky's U.S. Representative's districts. Their responsibility is to see that the Corporation's membership is informed about impending legislation and proposed changes to the student financial assistance programs. This committee:

- a. Reviews, analyzes, evaluates and prepares responses to state and federal regulatory, legislative and funding issues.
- b. Advises members and the Executive Board of federal and state regulatory and legislative issues.
- c. Establishes information linkages with national and state representatives.
- d. Drafts correspondence, prepares position papers, surveys, and provides testimonies for the President of the Corporation.
- e. Plans interest sessions in collaboration with the program committee on legislative issues, such as reauthorization, at the conferences.

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6.10 Vendor/Sponsor

The Vendor/Sponsor Committee seeks financial support for conferences, publications, and other corporation business from appropriate vendors and sponsors. The committee also arranges display space for the

vendors/sponsors at conferences, and ensures that the vendors/sponsors receive proper recognition to the membership for their support. A potential sponsor is a company or organization whose activities either support or are closely related to those of the financial aid community. A sponsor provides resources to be used by KASFAA in accordance with the purpose of the Association. As part of seeking direct or indirect support, the committee will:

- a. Identify activities and events for sponsorship opportunities, including State conferences, training events, and newsletter, website and directory advertisements.
- b. Prepare and mail or e-mail solicitations of sponsorship opportunities to potential sponsors.
- c. Serve as the liaison to the program committee for sponsorship needs and effective use of exhibitor space.
- d. Recognize publicly the contributions of all sponsors.
- e. Review the policies affecting sponsorship and make recommendations when appropriate.
- f. Mail or e-mail special instructions regarding exhibit space and storage of materials to exhibitors in advance of the conference.
- g. Coordinate all vendor, sponsor, and patron activities and benefits.

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6.10.1 Vendor Participation in KASFAA Conferences

Vendor representatives are those who represent an organization that is an active member of the financial aid, student loan, or higher education community.

- a. Each vendor representative must have paid dues for the current year and meet membership requirements in order to participate in KASFAA's conferences or other sponsored events.
- b. Vendors may choose to participate in KASFAA conferences as an exhibitor, a contributor or both. Non-school sector organizations whose employees register for a conference, but choose not to exhibit or contribute an amount equal to the exhibit fee will be charged a per person registration surcharge in the amount of \$400. Organizations required to pay a registration surcharge will not receive print or verbal recognition at the conference. This surcharge may be waived on a case-by-case basis at the discretion of the President and the Vendor sponsor chair.

- c. Exhibitors are vendors who wish to set up a booth or display at a KASFAA conference and/or distribute materials to the membership during the conference.
 - a. Exhibitors will be charged a \$1,000 fee for each KASFAA conference. First time exhibitors will be charged a reduced rate of \$750 for their first conference. At the Board's discretion a reduced exhibitor fee may be granted.
 - b. Exhibitors will be recognized accordingly in the conference program.
 - c. KASFAA will provide an exhibit table and, if requested, access to electricity in the exhibit area at the conference.
 - d. Each exhibitor is expected to provide for any necessary special arrangements beyond those described above.
 - e. Each vendor representative exhibiting at a KASFAA conference is expected to be registered for the conference and pay the associated registration fee.
- d. Contributors are vendors who provide general support to help defray the expenses associated with each conference.
 - a. While any contribution amount is welcomed, contributors providing at least \$1,000 in general conference support will be recognized accordingly in the conference program, at the registration area and prior to general sessions.
 - b. Contributors who do not also exhibit need not be registered for or attend the conference; however, must meet the membership requirements of 6.10.1.a above.
- e. If a vendor chooses to be both an exhibitor and contributor for a KASFAA conference, each will be recognized appropriately as described in 6.10.1.c and 6.10.1.d above.
- f. Any KASFAA vendor that exhibits or contributes during the fiscal year may purchase mailing labels of KASFAA members at cost, or may receive the information electronically at no cost.
- g. Refunds of vendor/sponsor fees may be considered by written request to the KASFAA Vendor/Sponsor Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair, and Vendor/Sponsor Chair. Approved refunds will be made by check.

6.11 Awards

The Awards Committee shall make recommendations to the Executive Board of recipients for the Herb Vescio Distinguished Service Award, Lifetime Membership Awards, and other appropriate awards.

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6.11.1 Herb Vescio Distinguished Service Award

The Herb Vescio Distinguished Service Award is the highest award given by KASFAA. This award is presented to an individual who the association wishes to recognize for his/her contribution to the association or the profession. The award will be nominated by the membership and will be submitted to the awards committee. The awards committee will rank in order their recommendations and submit the entire list of nominees in ranked order to the elected members of the KASFAA Executive Board. The elected board members will vote on the nominees and the award will be presented to the Honoree at the Spring Conference. A plaque will be presented to the Honoree of the Herb Vescio Distinguished Service Award with the following inscription:

LOGO

KASFAA, INC.

Herb Vescio Distinguished
Service Award

(yr. date)

(name)

in recognition and appreciation
for outstanding Leadership,
Dedication, Service and Support.

Presented by the

KENTUCKY ASSOCIATION OF
STUDENT FINANCIAL AID
ADMINISTRATORS,
INC.

(date presented)

6.11.2 Honorary Lifetime Membership Awards

Honorary Life Membership awards should be made only to those individuals who have made significant contributions to the Kentucky Association of Student Financial Aid Administrators, Inc. Honorary Life Membership in the Association shall be made through recommendation to the KASF^{AA} Awards Committee. The Awards Committee shall then present the candidate for review to the Executive Board. The Executive Board then votes upon the recommendations, and must be unanimous in their vote to accept the recommendation. Honorary Life Membership awards will be presented at a KASF^{AA} Conference, if possible. A plaque will be presented to the Honoree with the following inscription:

LOGO

(RECIPIENT)

is hereby presented

an

Honorary Life Membership

in the

Kentucky Association of Student Financial Aid Administrators, Inc.

6.12 Diversity

The Diversity Committee is dedicated to addressing the needs of Kentucky's under-represented and/or disadvantaged students. The committee intends to foster and utilize the cultural diversity within KASF^{AA} to ensure that it reflects, represents, and serves the Kentucky population at large.

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6.13 Long-Range Planning

The Long-Range Planning Committee shall be chaired by a Past-President. The committee's responsibilities include monitoring adherence to the Corporation's Long-Range, and updating the plan, as deemed appropriate. The Long-Range Plan must be approved by the majority of the Corporation membership.

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6.14 Membership

The Membership Committee maintains an accurate, up-to-date database of paid KASFAA members and co-ordinates new member activities. The membership database shall contain the following information:

- a. First name, last name, and title
- b. Mailing address (street, city, state, and zip code)
- c. Institution
- d. Facsimile number
- e. Phone number
- f. Electronic mail address
- g. Date of initial membership
- h. Indication of new member status

Duties of the membership committee pertaining to the maintenance of a database of members include:

- a. Maintain membership forms received from the treasurer in alphabetical order.
- b. Maintain the database in an electronic format that is backed up at least once per month.
- c. Forward a copy of the membership database to the Technology Committee chair once per quarter.
- d. Produce labels of current and previous year members for mailings.
- e. Prepare a membership directory annually.
- f. Provide ad hoc membership reports to the Executive Board as needed.

Duties pertaining to the coordination of new member activities include:

- a. Coordinate a luncheon for first-time conference attendees at the fall and spring conference.
- b. Coordinate a program for first-time conference attendees in conjunction with the luncheon.
- c. Solicit mentors for new members.
- d. Assign each new member a mentor.
- e. Work with the program committee to identify sessions targeted toward new members.

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6.15 Training

The Training Committee shall develop a yearly training theme and coordinate a training calendar in accordance with the goals of the organization and the President. The committee should designate sites, trainers, and host sites for all training activities, as well as create agendas, solicit financial support, and handle other logistical matters related to training. The committee shall consist of the Vice-President, along with chairs of all training committees as deemed necessary by the President.

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6.16 College Goal Sunday

College Goal Sunday is an annual event that pulls financial aid experts from across the state together at different locations to help families understand and complete the Free Application for Student Financial Aid (FASFA). The College Goal Sunday Committee members shall consist of KASF^{AA} members and they are given the task of planning, organization and conducting a successful campaign. The committee will oversee the planning of the event by:

- a. Selecting a Public Relations Firm.
- b. Soliciting donations, grants to offset the expenses.
- c. Informing KASF^{AA} members of dates, locations, etc.
- d. Reporting all expenses to KASF^{AA} treasurer for payment.
- e. Appointing committee members to leadership roles within this team.
- f. Contacting outside high school counselors and agencies to encourage participation.
- g. Obtaining volunteers within our KASF^{AA} community.

Tiers of Recognition for Donations from Vendor/Sponsors:

- | | |
|---------------------|---|
| a. \$499 or Less | Mention to Membership |
| b. \$500 - \$999 | Thank you in KASF ^{AA} Newsletter* |
| c. \$1000 - \$4999 | Recognition on CGS Brochures* (Text not linked) |
| d. \$5000 and above | Major Sponsor: recognition on everything |

(Video, brochures, posters, etc)* (Logo/Link included on website for KASFAA and CGS)

*All sponsors above \$500 will be published in the KASFAA Newsletter.

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6.17 Technology

The Technology Committee shall create and update web pages for the corporation. The committee shall also organize and support technical needs of the corporation and its' membership.

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