

5. Duties and Responsibilities of the Executive Board

5.1 General Expectations of Executive Board Members

It is expected that Executive Board members will:

- a. Attend all Executive Board meetings and stay until the end of the meeting. Board members unable to attend should notify the president as soon as possible.
- b. Serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies.
- c. Recognize and uphold all fiduciary responsibility vested in the Board.
- d. Submit timely reports that coincide with the work of their office or committee. Reports are to be submitted to the Secretary for the minutes in an electronic or paper format.
- e. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
- f. Be an active participant in decisions made by the Board on behalf of the members.
- g. Pass on to their successors all pertinent records and reports by the transition meeting or no later than June 30. In the event of an officer's or committee chair's resignation or removal from office, all of his or her records must be submitted to his or her successor or to the Secretary, as appropriate, within 30 days.
- h. Act in emergencies which do not warrant a special meeting of the Corporation or on matters for which the President seeks their advice and assistance.

5.2 President

The President serves as the chief executive officer of the Association, presiding at all Executive Board and business meetings. In this capacity the President:

- a. Provides leadership and direction to all activities of the Association, the Executive Board and all standing and ad hoc committees.
- b. Shall preside at all meetings of the Executive Board of Directors.
- c. Represents KASFAA as a voting member in the Executive Board meetings of the Southern Association of Student Financial Aid Administrators, Inc., (SASFAA).
- d. Attends the SASFAA Annual Conference as a representative of KASFAA.
- e. Attends the National Association of Student Financial Aid Administrators, INC. (NASFAA) Conference.
- f. Serves as an ex-officio member of all committees.
- g. Approves expenditures and has authority to pay bills; and
- h. Submits a written annual report on the year's activities to Association members.

Because the President is expected to attend all SASFAA Executive Board meetings, transportation expenses for the President to attend the SASFAA Executive Board meetings each year will be borne by KASFAA, Inc. Transportation expenses and any associated registration fees for the President to attend the other designated meetings will also be borne by KASFAA, Inc. Other expenses relative to the President's travel shall be in accordance with the association established Travel Guidelines and Policies. In the event of a vacancy in the office of President, the Executive Board of Directors shall appoint a successor to complete the unexpired term.

5.3 President-Elect

The President-elect assists the President and prepares for his/her term of office. Additional responsibilities of the President-Elect include the following:

- a. Is expected to attend the SASFAA Executive Board Transition Meeting (end of fiscal year).
- b. Is expected to attend NASFAA Leadership Training.
- c. Is expected to attend SASFAA's Annual Conference to attend the President-Elect workshop.
- d. Represents KASFAA at selected KASFAA committee meetings.
- e. Recommends to the Executive Board prior to each State Meeting, his/her suggestions and commitments for conference locations for the year following his or her Presidency.
- f. Advises and counsels the President as needed.
- g. Begins initial planning for the next Association conferences and for the promotion of the event.
- h. Selects committee chairs and members prior to the transitional Board meeting using the volunteer form.
- i. Consults with the Board and Budget chair in developing future initiatives.
- j. Serves as Parliamentarian to the Association in the absence of the Immediate Past-President.
- k. In the absence of the President, presides at Executive Board meetings.
- l. Serve one year as President-Elect, a second year as President, and a third year as immediate Past-President.
- m. Performs other duties as requested by the President.
- n. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purposed of developing and presenting an evaluation to the board at the year-ended transition meeting.

Transportation expenses and any associated registration fees for the President-Elect to attend the designated meetings will be borne by KASFAA, Inc. Other expenses

relative to the President-Elect's travel shall be in accordance with the association established Travel Guideline and Policies.

5.4 Vice President

The Vice President is elected for a one-year term and has a leadership role in the professional development and training activities for the Association. Included in this role are the following responsibilities:

- a. Coordinate a training calendar in accordance with the goals of the organization and the President.
- b. Oversees and facilitates NASFAA training and credentialing events, High School Counselor workshops, Support Staff workshops, New Aid Officer Workshops, Regional training events, and other educational opportunities as authorized.
- c. Oversee the Professional Development Scholarship as referenced in 9.2.7.
- d. Performs other duties as requested by the President.
- e. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purpose of developing and presenting an evaluation report to the board at the year-end transition meeting.

5.5 Treasurer

The Treasurer is elected to serve for a two-year term and oversees and manages the Association's financial matters. Additional responsibilities include:

- a. Receives and disburses moneys of the Association.
- b. Maintains adequate and appropriate records of receipts and expenditures.
- c. Pays the bills of the Association within thirty (30) days.
- d. Receives meeting registrations and membership dues.
- e. Submits financial reports to the Executive Board at each meeting and the fall and spring conference business meetings.
- f. Prepares annual year-end financial statements as of June 30.
- g. Arranges in coordination with the budget/finance chair for an annual review of the financial records.
- h. Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.
- i. Sets up master accounts and obtains credit for the Association as appropriate.
- j. Process payments for all monthly credit card bills to ensure no interest is accrued on a continuing balance and maintain copies of all monthly statements.
- k. Serves as an ex-officio member of the following committees: Program, Vendor/Sponsor, Budget/Finance, and Outreach.

- l. Create and/or update membership, conference registration, and expense reimbursement forms.
- m. Performs other duties as requested by the President.
- n. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purpose of developing and presenting an evaluation report to the board at the year-end transition meeting.

5.6 Secretary

The Secretary serves as the scribe for Association meetings and custodian of its records. The Secretary's duties include:

- a. Records and distributes the proceedings of the Executive Board and general business meeting minutes.
- b. Serves as chair of the Articles of Incorporation and By-Laws committee, which annually conducts a review and recommends changes to the By-Laws to the Executive Board.
- c. Reviews, updates, and maintains the Policy and Procedures Manual.
- d. Is responsible for distributing the Policies and Procedures Manual to all members of the Executive Board and Committee Chairs at the annual Transition meeting.
- e. If the manual is updated in any way, the Secretary is responsible for distributing the most up-to-date version to the members of the Executive Board and Committee Chairs.
- f. Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.
- g. Shall retain the KASFAA logo, seal, and certificates.
- h. Serves as an ex-officio member of the Nominating committee.
- i. Performs other duties as requested by the President.
- j. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purpose of developing and presenting an evaluation report to the board at the year-end transition meeting.

5.7 Immediate Past-President

The Immediate Past-President assists the President and serves as chair of the Nominating committee. In this capacity the Past President:

- a. Presents a slate of candidates in accordance with the election schedule or calendar for President- Elect, Vice-President, Secretary, Treasurer, and At-Large Directors to the Executive Board.

- b. Is expected to attend the SASFAA Annual Conference.
- c. Serves as the KASF_{AA} member to the SASFAA Nominations and Elections Committee.
- d. Serves as Parliamentarian to the Association.
- e. Facilitates any special elections via the KAF_{AA} website
- f. Performs other duties as requested by the President.
- g. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purpose of developing and presenting an evaluation report to the board at the year-end transition meeting.

Transportation expenses and any associated registration fees for the Immediate Past President to attend the SASFAA Annual Conference will borne by KASF_{AA}, Inc. Other expenses relative to the Immediate Past President's travel shall be in accordance with the Association's established Travel Guideline and Policies.

5.8 At-Large Directors

Five At-Large Directors are elected by the KASF_{AA} membership to serve their respective sector for a two-year term.

1. Four-Year Public Schools
2. Non-School
3. Private Schools
4. Proprietary Schools
5. Two-Year Public Schools

At-Large Directors serve as liaison between the sector membership and the KASF_{AA} Executive Board. Primary duties of At-Large Directors are:

- a. To inform all sector members of KASF_{AA} Board actions.
- b. Bring concerns of the sector membership to the KASF_{AA} Board for consideration.
- c. Input from sector members is vital to the role of At-Large Director as well as the success of KASF_{AA}. After each KASF_{AA} Board meeting, a summary should be communicated to the sector members as soon as possible. Comments and concerns should also be requested from the sector members in advance of all KASF_{AA} Board meetings.
- d. At-Large Directors also encourage KASF_{AA} attendance and participation among the sector membership.
- e. Provide a year-end report to the Long-Range Planning Committee and the President. The format and deadline shall be determined annually by the LRP Committee Chair, recognizing that the LRP Committee will use the reports submitted for the purpose of developing and presenting an evaluation report to the board at the year-end transition meeting.