

Policies and Procedures of

The Georgia Association of Student Financial Aid Administrators, Inc.



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

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SECTIONS

Section 1: Introduction

The Georgia Association of Student Financial Aid Administrators (GASFAA) Policy and Procedure Manual (Manual) supplements the Articles of Incorporation and the Association Bylaws by providing specific guidance and procedures that are required to be used by the GASFAA Board hereinafter referred to as the Manual. The Manual provides an overview of the Association's structure, describes the responsibilities of Board Members, and guidance for Association activities.

1.1 Purpose and Scope

The Manual is designed to provide the Board with easy access to essential information about the policies and procedures that govern GASFAA. 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 a leadership position for the first time with their individual responsibilities as well as the overall role of GASFAA.

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 Board position description and responsibilities. Appendix B includes Conflict of Interest form. Most standard forms are retained on record with the secretary for officer and committee use, as needed..

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

The Secretary maintains the Manual. The Association has adopted a standard software program (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 chairs 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 GASFAA Policy and Procedure Manual shall be reviewed by the 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.

After every five years a thorough review of the Manual shall be undertaken to identify areas needing changes. The last full review was in 2018-19, the next full review will take place in 2022-23..

Section 2 Purpose

The Association pledges to:

2. 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.
3. 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.
4. facilitate communications between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experience.
5. 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.

Section 3: Organizational Structure

3.1 Articles of Incorporation

The Association was duly incorporated under the laws of the State of Georgia October 11, 1983, and is organized pursuant to the provision of the Georgia Nonprofit Corporation Code. Appendix B references the location of the full text of the Articles of Incorporation. The corporate office of record and registered agent is Pennie Strong, 2082 East Exchange Place, Tucker, GA 30084. Phone: 770-724-9014.

3.2 Bylaws

Appendix B references the location of the Bylaws

3.3 Association Properties

The logo of the Association is the design of the Association and is to be used only in conjunction with official business matters and publications authorized by the president or the Board (See Attachment for sample of the logo). Any unauthorized use of the logo will be deemed a misrepresentation of the Association and illegal use of Association property. The logo shall be displayed on all Association stationary and certificates and on other official documents, when practical. The Secretary shall retain the logo.

3.3.1 Banners

The banner bearing the Association's logo is retained by the Program Chair and is displayed at all Association meetings. It is the responsibility of the Program Chair to transfer the banner to the succeeding Program Chair.

3.3.2 Certificates

The Program Chair is responsible for securing all certificates to be awarded to committee members. A sample certificate template is passed on to the succeeding Program Chair.

3.3.3 Meeting Gavel

The gavel is retained by the President of the Association and is used at official business and board meetings. It is the responsibility of the president to transfer the gavel to the successor for safe keeping.

3.3.4 Archives

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

3.3.5 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 and negotiates 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 Professional Development shall be responsible for the Association's training throughout the state and shall serve one year in the position.
 - 4) 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 a member 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.
 - 5) The Treasurer shall attend to the keeping of the financial accounts of the Association; pay all bills, issue receipts on behalf of the Association. The Treasurer shall submit an annual report to an independent certified public accountant (CPA). An annual Federal Tax Return-Form 990 or 990EZ (and /or applicable forms) must be prepared and filed by November 15 of each fiscal year to the IRS. The Treasurer shall serve for a period of two years, first year as Treasurer-Elect and the second year as Treasurer. The Treasurer shall submit, within sixty days of the close of the fiscal year, a duly audited annual report of the Association. The Treasurer will obtain fidelity coverage for the President, Treasurer, and Treasurer-Elect on behalf of GASFAA.
 - 6) The Past-President shall serve as chairperson of the Nominations and Awards Committee and serve as Parliamentarian of the Association. The Past-President shall serve as the Chairperson of the Bylaws/Policies and Procedures Committee.
 - 7) Treasurer-Elect, to be responsible for learning the treasurer duties and shall perform all duties of the treasurer in the absence of that officer. This person is not a voting member of the Executive Board for the Treasurer-Elect year. This is a two-year commitment, one year as Treasurer-Elect, the next year as Treasurer.
 - 8) Non-voting members of the Executive Board are as follows:
 - a) The Communications and Technology Chair is responsible for compiling and electronically distributing GASFAA Blog items. The President appoints the Communications and Technology Chair.
 - 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.

- c) The Program Chair is responsible for planning the annual conference and is appointed annually by the president-elect to serve a one-year term.
- d) The Chairs of the Standing Committees. The President appoints the chairs unless otherwise prescribed by the Policies and Procedures.

3.4 Removal of Officers

Officers will be elected at the 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.

3.5 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 Conferences. The Program Chair 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 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 Immediate Past President chairs this committee and the President-Elect and Secretary serve as committee members.
- 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 Communications and Technology Chair is responsible for compiling and electronically distributing GASFAA Blog items.
- 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.

Section 4: 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.

4.1 Types of Membership

4.1.1 Institutional Member

Membership shall be institutional for post-secondary institutions. Each institution will be required to submit annual payment of dues.

4.1.2 Partner Member

Membership shall be for those entities that work with post-secondary institutions (for example: lenders, servicers, state agencies, vendor/sponsor)

4.1.3 Associate Member

Associate membership in the Association may be open to individuals, at the discretion of the Executive Board, who:

- a) Have primary job duties and responsibilities that fall in areas other than the administration and support of student financial aid in government offices and agencies, and in other private, community or civic organizations or programs but for whom financial aid is a secondary or related job responsibility; or
- b) Have primary job duties and responsibilities that include the administration and support of student financial aid in post-secondary institutions of education outside the state of Georgia; or
- c) Were actively engaged for at least 10 years in the administration of student financial aid or have been approved for this membership category by a majority vote of the Executive Board, and are no longer employed in the financial aid profession, and are not eligible under Institutional or Partner membership.

Associate members shall have all privileges of membership, with the exception of holding the offices of President, President-Elect, Secretary, Treasurer, or Treasurer-Elect.

4.1.4 Honorary

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

bestowed to the recipients of The Donald E. Payton Award for Lifetime Achievement.

4.1.5 Lifetime

Permanent membership bestowed on Past Presidents of GASFAA who are no longer involved in the administration of student 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.

4.2 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 informational services to its members through training conferences and periodic written and electronic 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 provided to the members is correct or has not been superseded or that more current information is not available. Furthermore, the Association can give no assurances or warranty that its interpretation of any rule, regulation, or statute will be in conformance with any present or future interpretation of such 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 member's use of any information, data, or interpretations as provided to such member by the Association.

Section 5: Election and Awards Processes

5.1 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 by another active member of the Association.
- 5) At least 60 days from the opening of the election, the Past President must send an electronic notification to the membership over the listserv requesting nominations. 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 by 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.

5.2 Election Process

- 1) The General Election shall be held during the annual 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) Elections will take place electronically through the GASFAA web site. By logging into the site, The Voting Member from each institution will be confirmed. The Committee Chair is responsible for preparation; safeguarding and deletion of the electronic ballots after the election results are certified.
- 4) In the event any office does not have two nominated individuals that have agreed to run of office, a call for nominations from the floor must occur. Two business days prior to the start of the election, the Nominations and Elections Committee Chair will send an e-mail to the listserv calling for any final nominations. This will serve as nominations from the floor. If the nomination is accepted the candidate's name will be added to the ballot.
- 5) The election will open online 14 days prior to the close of voting at the conference. The Chair of the Nomination Committee will notify each member on the slate to ask how they would like to be informed.
- 6) Electronic voting is closed at 4:00 the day before the last day of the conference. After the electronic voting is closed, the Nominations Committee chaired by the Past President, the President Elect, and Current President shall view the electronic elections results with the GASFAA Secretary in attendance unless the Secretary is on the ballot.
- 7) A business session shall be convened and the election results announced by the Committee Chair on the last day of the Conference.
- 8) Prior to the business session, however, each candidate will be contacted and informed of the results by the President Elect in their preferred manner. .
- 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.

5.3 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 including, but not limited to buttons, pins, ribbons, stick-ons and printed sheets and cards.

5.4 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 vacancy occurs in the office of President-Elect within fifty days from the Annual Conference, the election will be held during the Annual Conference.
- 4) The election shall be conducted by electronic ballot.
- 5) The election shall remain open for fifteen days.
- 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.

5.5 Awards Process

- 1) **The Donald E. Payton award for Lifetime Achievement** – The nominated individual must have:
 - a) lifelong 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,
 - c) a commitment to personalize student experiences and evidence of successful efforts in humanizing the campus community,
 - d) high quality interaction with individual students and student groups,
 - e) evidence of performance above the call of duty while serving multiple roles within the campus community, and
 - f) 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 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 Communications and Technology Chair 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.
- 6) **GASFAA Service Award:** The GASFAA Executive Board (or President with approval of the Executive Board) may elect to offer additional awards for exceptional service to GASFAA. The recipient must have made significant contributions that further the goals of GASFAA.

Section 6: Fiscal Procedures

6.1 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. Any President expenses are approved by the Budget and Finance Chair.
- 3) Each year the Treasurerer Elect determines how they will receive incoming payments.
- 4) 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.
- 5) 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.
- 6) Checks returned to the Treasurer due to insufficient funds shall be handled in the following manner. The Treasurer will contact the entity to which the overdraft occurred and a certified letter may be sent. 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.

6.2 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 affective 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) Training event registration, which includes workshops and the annual conference, must be paid prior to the deadline established by the Executive Board. GASFAA members and non-

members will not be allowed to attend GASFAA training events without paying the required registration fees.

- 4) A late registration fee will be assessed at all members and non-members if the event registration is submitted after a specific date established by the Executive Board.
- 5) Event registration fees are non-refundable but are transferable. Any exceptions must be recommended by the Vice President of Professional Development for the Fall and Winter trainings/conferences or Program Chair for the Spring conference and approved by the President in consultation with the Treasurer.
- 6) Event registration invoices that are not paid by the end of the respective training event will be forwarded to the registrant's Director of Financial Aid or supervisor if not a college employee. If the invoice is not paid within 30 days of notification to the Director of Financial Aid or supervisor, the invoice will be sent to the business office of the registrant's school or the accounts payable department if not a college employee.

6.3 Budget

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.

6.4 Travel Reimbursement Policy

Travel reimbursement is available , but not limited to GASFAA Officers, Committee Chairpersons, Committee Members, and other representatives as appointed by the President. Policies may differ depending on the scope of those duties or the nature and location of the work being performed. Expense reimbursement shall not include the travel to the Annual Conference and workshops. Receipts (other than the per diem meals) are required for reimbursement. A TravelReimbursement Request form must be submitted within thirty (30) days after travel has completed. The President may approve payment of claims that were not submitted within thirty (30) days from the date the expense was incurred.

6.4.1 Travel Approval

Travel will not be authorized without approval. The Chairperson of the Committee will issue approval for travel and expense reimbursement for members of standing committees. The President will issue approval for the travel and expense reimbursement for Committee

Chairpersons. The Budget and Finance Chair will issue approval for expense reimbursement for the President.

6.4.2 Travel Advances

Unless the President authorizes an advance, travel will be on a reimbursement basis. The Treasurer will pay Advances to members or travel expenses with proper approval. An approved travel claim report will be utilized that shows the complete itinerary of the traveler and the purpose of the trip.

6.4.3 Expense Reimbursement

The Association may reimburse members and invited guests for travel expenses incurred while performing required duties on behalf of the Association. Reimbursements cover, but may not be limited to the following items:

- a) **Private auto travel** Documentation of mileage (e.g. MapQuest, Google Maps, etc.) may be provided with expense reimbursement form.- The Board will set the reimbursement rate at the transition meeting each year not to exceed the IRS business rate. Mileage rate is not to exceed the non-stop air coach (main cabin) rate as the non-stop air coach was published at least 30 days prior to that travel date.
- b) **Air travel** Air travel shall be reimbursed for actual coach travel expenses. Travelers using a fare at a greater rate shall be reimbursed only for the applicable coach/economy rate for the flight. A copy of the ticket receipt must accompany the travel reimbursement request. In instances where a higher-class rate is used, information to verify the coach/economy rate at the time of the reservation should be provided by the traveler. Checked bag fees may be reimbursed at the rate of one checked bag per flight. If more than one bag is checked for GASFAA business, approval should be obtained prior to the flight. Approval may be granted by the President or Past President. Early check-in fees may be reimbursed.
- c) **Taxis, airport shuttles, and third-party travel entities** - The cost of taxis and airport shuttles, and third-party travel entities (i.e. Uber, Lyft, etc.) for GASFAA-related business will be reimbursed at actual costs, including tip (not to exceed 20%). Proof of expenses paid are required..
- d) **Lodging** - The actual cost of lodging, not to exceed the minimum pre-approved room rate at the hotel of the meeting event. Receipts from the hotel/motel must accompany travel claims. Lodging will not be reimbursed for nights resulting from travel by car when air travel is more economical.
- e) **GASFAA conference lodging.** 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 for the night of the Board meeting or committee meeting and night prior to the first day of the conference for the

- f) Executive Board and designated affiliates.
- g) Complimentary Rooms
 - i. If complimentary rooms are available based on the current contract with the conference hotel, the current President and Program Chair review room assignments. See Program Chair section for additional information. GASFAA Paid Rooms at Conference – The President and Program Chair review room coverage needed for Board Meeting and Conference for Program Committee.
- h) **Meals.** While on authorized GASFAA travel, members will be reimbursed at the federal per diem rate, less any provided meals. Federal per diem rate must be included on the Expense and Reimbursement Request Form.

Meeting agendas must be attached to reimbursements. Meals provided by the organization (including Committee Chairs) or listed on the agenda cannot be considered in the reimbursements.

Committee Chairs may be reimbursed for meal expenses of committee members and self when conducting a GASFAA committee meeting. Additional meals, outside of those being provided during Executive Board meetings or group meetings, will not be reimbursed. Reimbursement for meals excludes 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. Meals will not be reimbursed for additional travel days necessitated by driving when flying would have been more economical. No reimbursement is allowed for alcoholic beverages.

Overnight Travel Meal Reimbursement Period: Breakfast is reimbursed if travel departure is at or before 9 am. Lunch is reimbursed if travel departure is at or before 1:00 pm. Dinner is reimbursed if travel departure is at or before 8 pm. Per Diem includes incidental expenses for overnight travel.

- i) **Rental car.** Must have prior approval from the President. The use of rental car must be the economical means of transportation. The member must include a comparison report with reimbursement form.
- j) **Miscellaneous expenses** include the following:
 - i. Phone calls related to GASFAA business. (Reason for the calls must be provided with documentation).

- ii. Shuttles, taxis, parking, etc. Valet parking is only reimbursable if it is the only parking offered.
 - iii. Bag check fees, for air travel only.
 - iv. Other expenses associated with GASFAA related functions or events.
- k) **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.
- i. Travel and other expenses of the speakers and the presenters not affiliated with GASFAA, as recommended by the President in consultation with the Treasurer and Program Chair.
 - ii. Travel and other expenses not paid by SASFAA/NASFAA for each SASFAA/NASFAA representative invited to speak.
- l) **Expenses not enumerated in this policy** will not be covered unless approved by a majority vote of the executive board.
- 1) 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 credit cards for official GASFAA business use by President Elect, and Program Chair as approved by the President. The President will retain the credit card that was issued to them as President-Elect. The credit line for the account and card is \$3,000, which is shared amongst the cardholders.
- 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 cardholder 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 credit card – The Treasurer maintains the GASFAA Corporate credit card and it may be used for purchases exceeding \$1,000 with President Approval.

6.5 Business Partners Guidelines

1. A business partner is a company or organization whose activities either support or are closely related to those of the student financial aid community. A business partner provides resources to be used by GASFAA to help support the purposes of the Association or used by member institutions to support their operations for student financial aid.. 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 blog and website advertisements, conferences, and Professional Development events.
 - c) prepare and distribute 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 Program Chair;
 - 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.

6.5.1 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.

6.5.2 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.

6.6 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) Check Authorization. The President and Treasurer shall be authorized to sign checks on behalf of GASFAA. The Treasurer will also be assigned a debit card for the checking account.
- 3) 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.
- 4) 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).
- 5) 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.
- 6) Archives. The GASFAA archives shall be housed on the campus of the University of Georgia in the Financial Aid Office.

Section 7: Duties and Responsibilities of the Board

7.1 Executive Board

- 1) The Executive Board shall meet face to face on a quarterly basis, with the summer meeting being the Transitional Board meeting and the spring meeting being held the day before the start of the conference.
- 2) The Executive Board may meet more often at the discretion of the President. This meeting may occur as an electronic, telephone, or video conferenced meeting.
- 3) General Expectations of Board Members
 - a. Attend all Board meetings and stay until the end of the meeting. All 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. Provide a report at each Board meeting outlining the activities and/or issues of each board member's area of responsibility. An electronic copy of the report should be provided to the GASFAA Secretary for inclusion in the written minutes;
 - 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. Sign and comply with all critical board documents. Critical Board documents are listed below and referenced in Appendix C of this manual:
 - i. Confidentiality Acknowledgment
 - ii. Conflict of Interest Form
 - iii. Standing Rules of Engagement & Protocols
 - h. Each voting member of the Board shall notify in writing to all members of the Board of his or her appointment as a consultant, advisor, council member, representative, agent, officer or trustee of any need analysis system, guarantor, collection agency, lending institution, or other provider of financial aid services. This notification must be made within 30 day of the appointment.
 - i. Officers and committee chairs shall pass on to their successors all pertinent records and reports by August 1. IN the event of an officer's or committee chair's resignation or removal from office, all records must be submitted to the successor or to the secretary, as appropriate, within 30 days.
 - j. Committee chairs, liaisons, and guests may attend meetings of the Board, enter into discussions if recognized by the president, and make presentations, but shall not have voting privileges.

7.2 Business Meeting

A meeting of the entire membership shall be held at least once a year, upon the call of the Executive Board, and is generally held at the annual conference. A business meeting shall be held at the time of the meeting. The Executive Board may call electronic meetings or meetings by telephone or video conference if needed.

7.3 Electronic Meetings

Electronic meetings may be held via telephone, video conference, or email. Email meetings may be synchronous with all participants participating at the same time or asynchronous with participants participating as their schedules permit.

7.4 Legal Duties of the Board Members

GASFAA officers and chairs must meet certain standards of conduct and attention in carrying out their responsibilities to the association. These standards are the duties of care, loyalty, and obedience. These collective duties apply to the entire board and require the active participation of all board members. The board reviews the duties annually at the transition meeting:

The Duty of Care

The Duty of Care requires that GASFAA board members and officers be fully informed about the Association's activities, participate in decisions, and do so in good faith. Board members and officers must act in a manner they reasonably believe to be in the best interest of the Association and must use the care and judgment of an ordinarily prudent person when making decisions as a steward of the Association. GASFAA board members and officers carry out the Duty of Care through:

- Being aware of GASFAA's mission, plans, and policies, and being sure they indeed serve the needs of the community that the board members represent.
- Fully participate in board meetings, deliberations, and decisions by attending the board meetings and arriving fully prepared.
- Reading, evaluating, and ensuring the accuracy of all reports, including minutes, financial, and committee reports.
- Ensuring the Association has sufficient resources to fulfill its mission.
- Using best judgment when making decisions.

The Duty of Loyalty

The Duty of Loyalty is a standard for faithfulness and requires GASFAA board members and officers to give undivided allegiance when making decisions affecting the Association. This means that board members must act in the interest of the Association and not in their own interest or the interest of another entity, particularly one with which they have a formal relationship.

GASFAA board members and officers carry out the Duty of Loyalty through:

- Recognizing and notifying the president and other board members of any conflict of interest, either formal or informal may affect independent thought.
- Disclosing by a board member to the rest of the board any information about him/herself that could have an impact on his/her decision-making and oversight function.
- Never using information obtained as a board member for personal gain and always acting in the best interests of the organization.
- Completing a Conflict of Interest form annually
- Always thinking about and focusing on the priorities of the Association and not that of yourself or another organization

Duty of Obedience

The Duty of Obedience requires GASFAA board members and officers to comply with all applicable federal, state, and local laws and to adhere to the Association's Bylaws. Board members exercise their own reasonable judgment concerning how the Association should best meet its mission, and they may not act or speak publicly in a way that is inconsistent with the mission and goals of the association. GASFAA board members and officers carry out the Duty of Obedience through:

- Knowledge of the Association's regulatory and reporting requirements and documents governing the Association and its operations (such as By-Laws and Board Policies and Procedures Manual).
- Representing the Association in a favorable light.
- Speaking "with one voice" after a decision has been made, even if individually some board members may be in disagreement with the decision.



Appendices

Appendix A – Officer and Chair Guidelines/Timelines

PRESIDENT

As the President of GASFAA, you are responsible for all the services to the membership and for 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 in August, November & February) and the incoming and outgoing Transitional Board Meetings (held in June). Submit SASFAA Board reports and SASAFA State Report for each newsletter edition.

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

SASFAA Newsletter State Report normal schedule: November

Throughout the year your need to communicate with individual Board Members will depend upon the schedule of activities. Communications 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

- 1) Plan/coordinate with outgoing President the Transitional Board Meeting for June. This includes coordination of hotel rooms for those traveling, meals, and agendas.
- 2) Make sure all board appointees are in place as well.
- 3) Goals at this Board Meeting should be the transition from the previous year's members to the New Year's members, share goals, and create a budget.
- 4) Work with the Treasurer and Financial and Budget Chair to determine a budget that includes setting membership dues, registration fees for any events, and all sponsorship opportunities.

JUNE

- 1) Attend the Transitional Meeting of SASFAA.
- 2) Determine your goals for the year and communicate with your Board members.
- 3) Work with Past President for transition.
- 4) Determine the GASFAA front-page message for the year.
- 5) Coordinate with Electronic Services Chair for placing info on the website.

JULY

- 1) Attends the NASFAA conference if possible.
- 2) Be in touch with both Vice Presidents to make sure their plans are underway and they have the resources they need.

AUGUST

- 1) Discuss the President Elect's thoughts on future sites and the Past President's suggestions on the slate of officers and awards.
- 2) Work with the Vice President of Professional Development to determine and professional development events held during the fall.

SEPTEMBER

- 1) Write President's message for the conference program.

OCTOBER

- 1) Plan Fall Board Meeting.
- 2) Determine the goals of the meeting and create an agenda.

NOVEMBER

- 1) Treasurer to submit documentation not CPA for the tax preparations. The typical time for a support staff workshop. Send a representative or make an appearance.
- 2) Prepare a blog article regarding what is taking place within GASFAA and prepare a report for the next GASFAA Board meeting.
- 3) Touch base with all Board members to obtain a status report and to see if they need anything from you.
- 4) Attend SASFAA Board meeting.

DECEMBER

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

JANUARY

- 1) Determine goals and agenda for your winter Board Meeting. Prior to the meeting, confirm who is attending and who is not, what meals are needed, and who needs overnight accommodations.
- 2) Conduct Board Meeting which includes presenting the slate of nominations by the Past President.

FEBRUARY

- 1) Meet with Program Chair to go over tentative agenda and schedule for the Spring Conference.
- 2) Attend SASFAA Board Meeting and conference.
- 3) Order Board Member plaques that are typically presented during the Spring Conference.
- 4) Coordinate with the Past President regarding any awards to be given at Spring Conference (plaque(s) to be ordered).
- 5) Verify with the Past President that the state of officers is completed and that all By-Law requirements will be met.

MARCH

- 1) Touch base with all Board members for a status report.
- 2) Typical time for another Support Staff Workshop or Professional Development Event, send a representative or make an appearance.
- 3) Write introduction letter for the Spring Conference agenda program –provide to Program Chair.

APRIL

- 1) Plan your May Board Meeting. Verify Board members attending the Board Meeting and conference.
- 2) Coordinate with the Program Chair regarding hotel rooms needed, meals, Business Meeting agendas, guests, etc.
- 3) Notify all Board members of the meeting and conference duties.

MAY

- 1) Stay in constant touch with your Program Chair.
- 2) 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.
- 3) Plan the Awards portion of the conference with the Past President & Program Chair.
- 4) Touch base with the Past President regarding the elections (introduction of candidates, voting, announcing the results).
- 5) Write thank you notes to all VIPs and the general session speaker. Write thank you notes to all vendors and sponsors.

- 6) Let President Elect plan the Transitional Board Meeting but give thoughts, pointers, and suggestions.
- 7) 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 Program Chair 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 the general session speaker. Write thank you notes to all vendors after the conference. Make sure the SASFAA representative is taken care of.

JUNE

- 1) Attend SASFAA Transitional Board Meeting.
- 2) Meet with your President-Elect on any issues transferring from board to board.
- 3) Determine goals and agenda for your part of the GASFAA Transitional Board Meeting.
- 4) Prepare your first report, as Past President, for nominations and awards to be presented on day two (2) of 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 a 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. Prepare volunteer forms to be distributed during the Spring Conference. Encourage volunteerism from the membership.

JUNE

Attend the SASFAA Transitional Board meeting.

Before the transitional board meeting, meet with Finance Chair to formalize a draft of the budget for your year as President.

Conduct Day-2 of the GASFAA Transitional Board Meeting.

VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT**JULY**

Review the current GASFAA Policy and Procedures and the By-Laws to become familiar with the responsibilities of the position. Start reviewing volunteers that you wish to serve on your committee; you may choose this during the transitional board meeting. If committee members are chosen, reach out to each and see if they will be willing to serve the year as a committee member. The President may want to send an email thanking them for volunteering.

AUGUST

Hold your first committee meeting. Depending on the type of training planned for the Fall this may need to be an in-person meeting. Invite other committees as needed, again depending on training needs. Begin planning the Fall training. Work with the President and Program Chair so they can assist with planning the logistics of this event as it may be considered a mini-conference.

SEPTEMBER

Continue planning and finalizing the Fall training schedule. Have follow up meetings with your committee members. It may be easier to hold these via phone conference. GASFAA does not have a

service to use for conference calls so reach out to your committee members to see if they have one you could use.

OCTOBER - NOVEMBER

Hold the fall training event.

NOVEMBER – DECEMBER

Begin working on the Winter training event with your committee. This event is typically a 1-day training. Try to use event locations within our industry (schools, GSFC, other free locations). This will save on budget and reduce the expense for our members. Bring in other committees as needed.

JANUARY

Continue working with your committee on the planning of the Winter training.

FEBRUARY - MARCH

Hold the Winter training event.

APRIL

Begin working on the Pre-Conference workshops for the annual conference.

MAY

Hold the Pre-Conference Concentration Workshops at the annual conference.

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 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.

PROGRAM CHAIR

Listed below are activities and tasks to consider when planning the GASFAA Conference held in May.

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: having 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 the spending of the budget.

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 Program Chair provides the basic information for the conference to the Communications and Technology Chair for inclusion on the website. Work with the Membership Chair and Treasurer regarding onsite registration at the conference. Determine space, table, and electrical access needs.

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 for an overflow hotel. Verify access of ATM 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 in how they handle audio & computer equipment, receive packages, communicate the banquet orders, 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.

JANUARY/EARLY FEBRUARY

Conduct your Conference Planning Meeting. Determine the theme, concurrent session topics, and speakers. Request a DOE trainer for the federal update. Make assignments for 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 of 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 the design of the shirts. After the theme is determined, determine the desired look and time frames for the printing of name tags. Work with the Membership Chair to ensure that a list of the attendees is emailed for preprinting of nametags and that blank tags are provided for onsite registrants. Membership will print the 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.

FEBRUARY

Prepare the tentative agenda. Coordinate with Treasurer that Registration Form is on the Conference Website page. Provide the Communications and Technology 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 GASFAA President, President's welcome & remarks, and 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), and 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 for your guest speakers. Assign a member of your committee for each guest speaker to be his or her contact.

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 the hotel with a 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, and 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 the Program or conference.

GASFAA pays for the Board Members, Program Committee members, and Professional Development Committee members to attend the first night (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 Program Chair tracks these costs & communicates them 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.

APRIL

Work on the official 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 a flash drive and then provide them to the Communications and Technology Chair for the website.

APRIL/MAY

Work closely with Membership Chair and Treasurer regarding registrations for the conferences. Finalize the program and work with the printer. Finalize the nametag printing. The Membership Chair is to provide names for the printing. Provide the Communications and Technology Chair with the conference survey. The 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.

MAY

Committee Meeting Tuesday afternoon of conference week).

This working meeting includes:

Organizing and preparing for registration and conference:

Stuff the registration packets – program, pocket agenda, materials from committees and sponsors, local info, etc.

Organize nametags & lanyards – paid and not paid.

Prepare nametag ribbons for various positions.

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 regard 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 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 before or at the beginning of the opening and closing sessions. You may obtain pictures in various ways: from the Communications and Technology Chair, members taking pictures, and disposable cameras being given out.

Budget: keep in mind hotels charge sales tax but also a service charge (as much as 21%) on everything. Determine the block of rooms for lodging. Prepare for the possible need for an overflow Hotel.

You will need to reserve extra rooms in your name for speakers, guests, etc. Be sure the 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 location, 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, and candidates for office; vendors are always willing to step in.

Other Items To Do

Prepare GASFAA Grapevine Reports according to deadlines set by the Communications and Technology Chair.

Prepare Board report for each Executive Board Meeting.

Attend the Transitional Board meeting to share information and experiences with the upcoming Program Chair.

Make sure to properly document costs. Use the Reimbursement Form for reimbursements, payment to companies, and charges on the 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. Once approved, post to the GASFAA Web page.

OCTOBER

- At the Fall Board Meeting, record minutes of the Fall Board Meeting.
- Submit minutes of the second day of the Transition Board meeting for approval.
- Email the minutes of the Fall Board Meeting within two weeks following the meeting to the full Board. Once approved, post to the GASFAA Web page.

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. Once approved, post to the GASFAA Web page.

MAY

- Electronically submit to the membership the minutes from the prior year's business meeting at the conference. These will need to be approved at the conference.
- 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. Once approved, post to the GASFAA Web page.

JUNE

- Submit Annual Report, Spring Conference Business Meeting Minutes for approval.
- Record minutes of the 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, an electronic file of By-Laws, Policies & Procedures Manual, and the GASFAA logo.

END OF YEAR

- Ensure all minutes from the year have been posted to the GASFAA Web page.

AS NEEDED

- Update GASFAA By-Laws as GASFAA Members' vote changes.
- Update GASFAA By-Laws on the 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 blog, conference packets, or at a business meeting session or possibly electronically as needed).

TREASURER**JULY**

Prepare the projected budget for the present fiscal year using the previous Treasurer's "Ending Balances as your "Beginning Balances"

Request all references to payment address be updated by ATAC (Expense Report, automated emails for payment, etc.)

Pay travel expenses for Executive Board/Transitional Board Meeting

Request banking signature cards for new officers

Request credit card account for new President

Close credit card account for Past President

Obtain P.O. Box (if necessary)

Order checks with new address (if necessary)

Pay outstanding invoices

AUGUST

Pay expense statements received
Reconcile member payments with Treasurer Elect
Reconcile account balances

SEPTEMBER

Pay expense statements received
Reconcile member payments with Treasurer Elect
Reconcile account balances
Contact GASFAA's CPA firm to ensure tax documentation submitted by 10/15 meets our annual tax filing deadline

OCTOBER ----- FALL TRAINING MEETING and TAX PREP

Print year-to-date budget for Executive Board members to be presented at Board meeting
Submit a year-to-date budget to Secretary and Communications and Technology Chair
Print paid and unpaid registrants list for training check-in
Clear balances due associated with a fall training meeting
Prepare required tax/990 documents and send CPA firm by Oct 15th annually.
Pay expense statements received
Reconcile member payments with Treasurer-Elect
Reconcile account balances

NOVEMBER - ANNUAL TAX FILING

File Federal 990 Tax Return to be filed by accountants before Nov. 15 annually.
Pay expense statements received
Reconcile member payments with Treasurer-Elect
Reconcile account balances

DECEMBER

Reconcile account balances
Pay expense statements received
Reconcile member payments with Treasurer-Elect

JANUARY

Reconcile account balances
Pay expense statements received
Reconcile member payments with Treasurer-Elect
Process and pay expense statements received
Prepare an updated year-to-date budget for Executive Board members to be presented at Board meeting
Update board members and pay annual State of Georgia Registration
Prepare a year-to-date budget. Send the entire document to President, President-Elect, Past President & Treasurer-Elect. Send each board member their respective budget detail
Submit a year-to-date budget to Secretary and Technology and Communications Chair

FEBRUARY

Reconcile account balances

Pay expense statements received
Reconcile member payments with Treasurer-Elect
Process and pay expenses statements received

MARCH/APRIL

Reconcile account balances
Pay expense statements received
Reconcile member payments with Treasurer-Elect

MAY ----- SPRING CONFERENCE

Reconcile account balances
Pay expense statements received
Reconcile member payments with Treasurer-Elect
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 the registration packet distributed at the conference
Reconcile vendor records with the Vendor/Sponsor Coordinator and Treasurer-Elect
Report to President, Program Chair, and VP of Professional Development on the number of paid registrants
Set up a booth for on-site conference payments
Request a list of members for first-night hotel comps from the Program Chair and VP of Professional Development to ensure GASFAA pays the first night hotel charges for volunteers.
Clear balances with hotel management after the conference

JUNE

Reconcile account balances after the annual conference
Pay expense statements received
Reconcile member payments with Treasurer-Elect
Prepare year-to-budget. Send the entire document to President, President-Elect, Past President & Treasurer-Elect. Send each board member their respective budget detail

Prepare an actual budget for the fiscal year for Executive Board members to be presented at Board meeting
Prepare for fiscal audit/tax preparation
Remove any conference no-shows and move income received for no-shows to the scholarship fund
Work with Past Presidents and Silent Auction Committee on funds collected at the conference
Work with Budget and Finance Chair on funds collected for Memorial Scholarship Account
Calculate "Ending Balances" and forward them to Treasurer-Elect as their "Beginning Balances"
Pay Assurity Bond for the upcoming year.
Prepare final year-to-budget. Send the entire document to President, President-Elect, Past President & Treasurer-Elect. Send each board member their final respective budget detail

TREASURER-ELECT

JULY

- Prepare for transition with Treasurer
- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Post payments, invoice for outstanding balances, and make deposits.

- Reconcile income with Treasurer

AUGUST

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

SEPTEMBER

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Process membership and Fall Training/Workshop invoices and payments
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

OCTOBER

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Be available at Fall Training/Workshop to accept payments for outstanding invoices.
- Process membership and fall training/workshop invoices and payments
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

NOVEMBER

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Follow-up with any outstanding invoices from fall training/workshop.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

DECEMBER

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

JANUARY

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

FEBRUARY

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Process membership and Winter Training/Workshop invoices and payments
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

MARCH

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Be available at Winter Training/Workshop to accept payments for outstanding invoices.
- Process membership and Winter Training/Workshop invoices and payments

- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

APRIL

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Follow-up with any outstanding invoices from Winter Training/Workshop.
- Process membership and Spring Conference invoices and payments.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

MAY

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Process membership and Spring Conference invoices and payments.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

JUNE

- Update Treasurer-Elect manual, timeline, and P&P as process flows change.
- Be available at Spring Conference to accept payments of outstanding invoices.
- Process membership and Spring Conference invoices and payments.
- Post payments, invoice for outstanding balances, and make deposits.
- Reconcile income with Treasurer

CHAIR, COMMUNITY ACTION

JUNE

- Transitional Board Meeting

JULY

- Contact committee members about goals and plans for the year
- Connect with GSFC representative about College Goal Georgia plans

August

- Select charity organizations for Fall and Spring conferences

SEPTEMBER

- Send emails to GASFAA members about charity event/collection for the Fall conference

OCTOBER

- Executive Board Meeting
- Charity drive at Fall conference
- Deliver items from charity drive

NOVEMBER

- Encourage committee members to assist with College Goal Georgia activities.

December

- Send Holiday reminders to GASFAA membership to encourage members to volunteer in their communities

JANUARY

- Winter Board Meeting
- Hold meeting to discuss Spring conference activities
- Work with College Goal Georgia Task Force to make calls, help with promotion, etc.

FEBRUARY

- Encourage committee members to assist with College Goal Georgia activities.
- Begin preparation for Silent Auction.

MARCH

- Continue preparations for Silent Auction

APRIL

- Send emails to GASFAA members to promote Silent Auction and request donations

MAY

- Spring Board Meeting held before the conference
- Additional emails to GASFAA members encouraging donations for the Silent Auction
- Silent Auction at Spring conference

JUNE

- Transitional Board Meeting

MONTHLY

- Connect with committee members about monthly Grapevine

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. The majority of communications are time-sensitive. Communicating as early as possible and as quickly as possible is best.

JUNE

Transitional Executive Board Meeting – set Sponsorship Rates/Tiers for 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, Program Chair, 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 a message to all and any potential sponsors and exhibitors. Be certain to market the Gold package to potential sponsors and start to secure sponsorship for the Fall Workshop. Coordinate with VP of Training and Program Chair to gauge the number of sponsors needed for fall event based on event location layout. Webpage Advertisements – 1 banner ad across the top through the year with ads rotating on a standard basis. Ad rotation is at random and you 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.

SEPTEMBER - OCTOBER

Ensure sponsors are secured and paid for Fall Workshop.

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

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

JANUARY - FEBRUARY

Board Meeting – prepare a 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 - MARCH

Track vendors and sponsorship agreements and send invoices in a timely manner. Work with the Program Chair 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/Service Sector Meeting time & location. Continue to follow up with vendors regarding spring sponsorship. Continue to track vendors and sponsorship for the Spring Conference and send needed invoices promptly.

APRIL

Work with the Program Chair 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. before the 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 the opening session when the President normally acknowledges each vendor/sponsor to stand, general sessions, sector meeting and social events.) Provide the Program Chair a list of the sponsors, exhibitors, and 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 – JUNE

Before 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, and 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 Program Chair and the hotel regarding the

Vendor/exhibit area. Before vendor area setup assign tables and consider the level of sponsorship. Help vendors with the 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 an opportunity for lenders to express concerns regarding the conferences and other items affecting their function. Send invoices as needed, reconcile sponsorship with GASFAA Treasurer. After the conference follow up with vendors to write 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

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

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 Program Chair for space at Spring Conference for first-time attendees reception

Publicize "Get To Know GASFAA"

Send an 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	
Spring Conf						X							
Directory					X				X				
DB Backup	X	X	X	X	X	X	X	X	X	X	X	X	
Executive Bd. Meeting	X					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 Meeting (October)

Mid Year Meeting (January)

Conference

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

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

Conference: Coordinate with Program Committee about membership data requirements.

Examples: Conference Packet Labels

Print Conference Registration Roster

Print nametags

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.

OCTOBER

Create a report of activities for the Fall Board Meeting

JANUARY

Create a report of activities for the Winter Board Meeting.

APRIL

SASFAA Capitol Hill visits

MAY

Prepare a report of activities for the Spring Board Meeting and GASFAA conference

JUNE

Prepare information for Transition Board Meeting

As necessary throughout the year:

Update the Board and Association of all activities that may be occurring at 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.

Participate in organizing and planning for the SASFAA Capitol Hill visit in the spring.

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. **Update the GASFAA listserv or The Grapevine with information that would be helpful to the membership.**

JULY

Send out welcome communications 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. List committee members on GASFAA’s website. Contact the Program Chair to generate ideas of how the Diversity Committee can be involved at the Fall workshop and Spring conference. Think of ways that the Diversity Committee can provide information to the GASFAA membership throughout the year (preferably monthly). Contact SASFAA’s Global/Diversity Chair to inquire about how you may participate as Georgia’s Diversity Representative.

AUGUST

Plan/coordinate activities for the remaining year. Send an update out to the GASFAA listserv about the plans of the committee. Update the GASFAA listserv or The Grapevine with information that would be helpful to the membership.

SEPTEMBER

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

Finalize plans to participate in the Fall workshop.

OCTOBER

Write Chair’s report for Executive Board Meeting. Be prepared to share the Committee’s report during the Fall workshop. Attend SASFAA Diversity Committee meeting, if possible. Update GASFAA listserv or The Grapevine with information that would be helpful to the membership.

NOVEMBER

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

DECEMBER

Contact the Program Chair to generate ideas on how the Diversity Committee can be involved at the Spring Conference. Update the GASFAA listserv or The Grapevine with information that would be helpful to the membership. Attend SASFAA Diversity Committee meeting, if possible.

JANUARY

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

FEBRUARY

Attend SASFAA Conference, if possible. Update the GASFAA listserv or The Grapevine with information that would be helpful to the membership. Work with the GASFAA program committee to ensure that "diverse" issues are included in the Spring Conference.

MARCH

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

APRIL

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

Finalize plans for participating in the Annual GASFAA Conference. Confirm committee members' attendance at the Annual Conference. Send a list of committee members' names to the President.

MAY

Write Chair's report for Executive Board Meeting. Be prepared to share the Committee's report during the Spring Conference. Update/Revise Policies and Procedures for Diversity Committee, as necessary. Update the GASFAA listserv or The Grapevine with information that would be helpful to the membership.

CHAIR, COMMUNICATIONS, AND TECHNOLOGY

Ensures the GASFAA website remains current, assists member with all website-related needs, approve job submissions, and use the GASFAA Grapevine Blog to publish articles on current issues, membership news, announcements, and other events of interest for the membership.

JUNE

Prepare Goals for the New Year
Attend Transition Board Meeting

Make Committee Members Selections

JULY

Send new information to ATAC for the website

- List of new Executive Board Members
- New headshots, if needed
- President's letter for the website front page
- Update Treasurer name and address on all invoice forms and Membership Application

Review the website for inaccuracies and updates (enlist Committee Members to review)

Post a NASFAA Conference update from those who attended in June

Assign jobs to Committee Members (Surveys, Spice of Life, Event Photos, Vendor Submissions, Comings and Goings, Announcements, etc.)

AUGUST

Establish list of those allowed to post on the Blog and send it to ATAC

Remove any old Training/Conference Information

Committee members begin to solicit/write articles for fall blogs

SEPTEMBER

Work with the Vice President of Professional Development to post fall workshop date(s)

Solicit funny stories from GA Financial Aid Offices

Post the Comedy Corner

OCTOBER

Attend GASFAA Board Meeting (prepare a board report of 1st quarter activities)

Post information about Financial Aid Day, observed on October 17th

Post photos of FA Day celebrations

Post story on Fall Workshop

Solicit and post Halloween photos

NOVEMBER

Solicit and post recipes for Spice of Life

DECEMBER

Solicit feedback from those attending the FSA Conference

Post the FSA Top 10

JANUARY

Attend GASFAA Board Meeting (prepare a board report of 2nd quarter activities)

Solicit and post Heard it Through the Grapevine

- Congratulations

- Promotions
- Job Changes

FEBRUARY

Spotlight on School

MARCH

Spotlight on Member

Work with the Program Chair to post Spring Conference Information

APRIL

Spotlight on Candidates for GASFAA Offices

Update Spring Conference Information

MAY

Attend GASFAA Board Meeting (prepare a board report of 3rd quarter activities)

Attend GASFAA Spring Conference

Post online conference survey on the website

Collect and post the conference presentations on the website

Update Schools receiving the GASFAA Memorial Scholarship

Add Honorary Memberships/Lifetime Memberships, if applicable

JUNE

Attend GASFAA Board Meeting (prepare a board report of last year's activities)

Add Past-President to the Past-President list on the website

Add Past-President to the Past-President listserv

Provide incoming Communications and Technology Chair with ATAC information
(ATAC contact, website, blog, directions, etc.)

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:

- 1) Monitor all investments made by the Association including the reserves account and Memorial Scholarship fund.
- 2) Maintain contact with the investment company(s). Communicate the recommendations and advice provided by the Executive Board regarding short-term and long-term investments. Communicate the status of the investment accounts to the membership as needed. The timing depends upon the maturity dates of the individual investments and the status of the market.

- 3) Work with the Treasurer to ensure the investment company(s) that all financial reports including tax returns are filed by established deadlines. Nonprofit tax filing is due in November.
- 4) Work with the Treasurer to coordinate funds raised or donated to the Memorial Scholarship funds.
- 5) Manage the deposits from fundraising activities into the Scholarship fund.
- 6) Maintain the GASFAA Memorial Scholarship. Responsible for disseminating funds to the annual recipients.
- 7) Coordinate with the Electronic Services Chair to update the Scholarship webpage with annual recipients after the Spring Conference drawings and the memorial list as needed.
- 8) Coordinate with the immediate Past President to provide a scholarship fund report for the Past Presidents' Council. Communicate recommendations for the scholarship funds from the Past Presidents' Council to the Executive Board. Past Presidents' Council normally meets annually at the Spring Conference.
- 9) Manage the liability insurances for the Association. Normally, annual renewal payments are due in October-November.
- 10) Provide Board reports quarterly to the Executive Board Meetings. Reports to include the status of the investments.
- 11) The Finance and Budget Committee will perform other duties within the scope of the committee as deemed necessary by the President.

CHAIR, STRATEGIC LONG-RANGE PLANNING

- a. GASFAA's Strategic Long Range Plan is a five-year document and therefore updated every five years. At a minimum, one to two years before the conclusion of the current Strategic Plan the Committee should be developed and begin reviewing the document and determine the process for creating a new Strategic Long Range Plan.
- b. Each year the Strategic Plan is to be shared with the Board Members and discussed at the Transitional Board Meeting.
- c. The Committee should develop surveys for the Board and Membership to gain input regarding the future direction and desired goals of GASFAA. The Committee may research strategic plans of other state associations and at the regional and national levels.
- d. The Committee must have the new Strategic Plan drafted to present to the Board at the January Board Meeting. The Chair should send the drafted Plan to the board members before the Board Meeting and request input. The Board should approve the plan to be presented to the membership for a vote during the upcoming election (held in Spring annually).

- e. The Chair submits the Plan to the Technology Chair for proper posting to the website for electronic voting.
- f. At the Annual Spring Conference, the Chair presents the Plan to the membership. This is done as part of the Chair's Report during the Business Meeting.
- g. If the Plan is passed by the Membership, the Chair must present the final Plan to the Technology Chair for posting to the website under the governing documents section.

Appendix B: GASFAA Governing Documents

The The Past President is required to review the documents and upon approval by the Board, any changes are maintained by the GASFAA Secretary and can be found on the GASFAA website. .

All officers and committee chairs 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 is responsible for incorporating the changes and working with the GASFAA Electronic Service Chair to update the documents on the web.

- Articles of Incorporation
- Bylaws
- Policies and Procedures



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.

Appendix D: Sponsorship Opportunities