

# Tennessee Association of Student Financial Aid Administrators

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## Policies And Procedures Manual

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## Introduction

This Policies and Procedures Manual is being revised as a guide for the Executive Board of the Tennessee Association of Student Financial Aid Administrators. It encompasses operational guidelines approved by the Board and/or the membership.

The purpose of this manual is to serve as a digest of all policies and procedures – other than those enumerated in the TASFAA Articles of Incorporation and Bylaws.

To understand the operation of TASFAA, all Executive Board Members and Committee Chairs should become familiar with these policies and procedures.

All members interested in serving as Executive Board Members or Committee Chairs should also familiarize themselves with these policies and procedures prior to agreeing to service in a leadership role.

## General Information

### Statement of Purpose

The purposes of the Tennessee Association of Student Financial Aid Administrators are as follows:

1. To promote and establish the highest standards of excellence, ethics, efficiency, and economy in all matters pertaining to student financial aid administration undertaken by its members;
2. To promote the study, evaluation, analysis, and dissemination of the most effective and efficient policies and procedures and practices related to student financial aid administration and the delivery of financial aid to students and parents;
3. To encourage professional development and growth of persons engaged in all aspects of student financial aid administration;
4. To provide members of the Association, in a timely manner, relevant and accurate information, to help insure their effective and responsible administration of financial aid programs;
5. To effectively serve the needs of students and parents as well as agencies and other providers of student financial aid through the responsible dissemination of information regarding aid programs and through the timely planning of initiatives;
6. To provide a focus forum for the expression of views on matters pertaining to the development, funding and administrative aspects of student financial aid programs as well as other matters of importance to members of the Association;
7. To provide an organizational structure built on mutual respect and support within the student financial aid community that effectively promotes fiscal responsibility, integrity and sound leadership practices among all members of the Association.

### Vision Statement

The creation of educational financing environment in the State of Tennessee whereby all students are provided access to postsecondary education.

### Mission Statement

The mission of the Tennessee Association of Student Financial Aid Administrators (TASFAA) is to develop and maintain an organization structure that promotes professional preparation and growth, collaboration, effectiveness and mutual support of its diverse body of members as they strive to serve the needs of the students, families, institutions and other constituencies in providing financial assistance to help meet postsecondary educational expenses.

### Voting Members of the TASFAA Executive Board

Voting Members of the Executive Board shall consist of the elected Officers and Members-at-Large.

All voting members of the TASFAA Executive Board must be members in good standing of the Tennessee Association of Student Financial Aid Administrators. Board members will be given a grace period (until the Fall Conference) to pay their annual dues.

Committee Chairpersons, Liaison Representatives and guests may attend meetings of the Executive Board, enter into discussions and make presentations, but shall not have voting privileges.

## General Calendar of Association Activities

<b>July</b>	NASFAA Annual conference SASFAA Executive Board Meeting (or August) Conference Committee Meeting Membership mailing
<b>August</b>	
<b>September</b>	
<b>October</b>	Fall Executive Board Meeting Fall conference Fall New Aid Officers Workshop Solicit Nominations for elected offices Fall issue of TASFAA newsletter
<b>November</b>	NASFAA Training Series SASFAA Executive Board Meeting
<b>December</b>	Winter Executive Board Meeting (or January) SASFAA Leadership Institute (when offered)
<b>January</b>	Winter Executive Board Meeting (or December) Officer Elections – mail-in ballots
<b>February</b>	SASFAA Annual Conference SASFAA Board Meeting Financial Aid Awareness Month State Meeting at SASFAA Annual Conference Announce newly elected officers at SASFAA Annual Conference
<b>March</b>	NASFAA Leadership Conference
<b>April</b>	Spring Executive Board Meeting Spring Conference Spring New Aid Officers Workshop Presentation of annual awards at Spring Conference TSAC Lender Conference Spring Issue of the TASFAA newsletter
<b>June</b>	SASFAA Transition Meeting SASFAA Summer Workshop for New Aid Officers TASFAA Transition Meeting- Outgoing and Incoming Board Members Counselor Internship Training SASFAA/SWASFAA Mid-Level Workshop (when offered) Summer issue of the TASFAA newsletter

## PRESIDENT

**Method of Selection-** After elected and serving as President-Elect

### Responsibilities

1. Be the chief executive officer of the Association.
2. Preside at all meetings of the Association.
3. Serve as the chairman of the Executive Board.
4. Appoint all chairs and members of the committees.
5. Serve as the TASFAA representative to the SASFAA Board.
6. Serve, ex-officio, on all committees except the Nomination Committee.
7. Oversee all expenditures of the Association.
8. Submit an Annual Report to the Association.
9. Serve as a member of the TASFAA Advisory Committee to TSAC.
10. Serve as a voting member of the TSAC Board of Directors.
11. Serve as official spokesperson for TASFAA.
12. Obtain bonding at the expense of the Association prior to taking office.

### Guidelines and Procedures

1. Conference Meetings
  - Prepare business session agenda.
  - Select head table participants and coordinate with Conference Chair.
  - Coordinate, prioritize and designate use of complimentary hotel rooms with Conference Chair. Assign (but not limited to):
    - Speakers/Guests
    - President
    - Treasurer
    - Conference Chair
    - Local Arrangements Chair
  - Designate individual to present invocation/blessing.
  - Introduce special guests during sessions.
  - Publicly thank sponsors/vendors.
  - Present goals for year—Fall Conference.
  - Present annual report—Spring Conference.
  - Thank officers and committees.
  - Pass the gavel.
2. Committee Chair Selection
  - Chairs appointed must be current members of TASFAA. In striving to attain a balanced representation of the TASFAA membership, the following should be taken into consideration when selecting committee chairs:
    - **Representation:** Geographic, institutional type, gender, racial/ethnic
    - **Continuity:** Served on committee previously, chaired similar committee, etc.
    - **Other Considerations:** Available time, staff support, institutional support

3. Leadership
  - Meet with each Committee Chair (prior to first Board meeting).
  - Jointly set committee goals.
  - Maintain communication with Committee Chairs.
  - Receive reports prior to scheduled Board meetings or as needed/requested.
  
4. Executive Board Meetings
  - Establish TASFAA activities calendar.
  - Send notifications and reminders.
  - Prepare agendas.
  - Preside over meeting.
  - Outline and present goals.
  - Use proper parliamentary procedures.
  
5. SASFAA Participation
  - Prepare and present report of state activities.
  - Read all NASFAA and SASFAA material.
  - Represent state, not institution, including attendance at SASFAA Annual Conference.
  - Preside over state meeting at SASFAA Annual Conference.
  
6. Expenditures (paid by TASFAA)
  - NASFAA Annual Meeting (conference registration and all related expenses).
  - Non-Conference SASFAA Board meetings- SASFAA pays for lodging, TASFAA pays for all other travel-related expenses.
  - SASFAA Annual Conference – SASFAA will pay for one nights lodging to attend Board meeting. TASFAA will pay all other expenses including registration, transportation, meals and lodging.
  - Other travel to represent TASFAA.
  - Other travel for TASFAA committee meetings.
  - Complimentary room when available.
  - Telephone usage and postage as budgeted.
  - TASFAA conference and registration fees are complimentary.
  
7. Communications/Correspondence
  - Officers
    - Communicate often and as needed.
  - Executive Board
    - Keep them informed.
    - Acknowledge performance.
  
  - Membership
    - Newsletter articles.
    - Listserv.
  - Other associations
    - Communicate as necessary.
    - Respond promptly.
  - Federal/State officials

- Respond to NPRMs.
- Stay informed.

8. Finance

- Authorize expenditures.
- Letter to bonding agent regarding new Treasurer.
- Communicate often with Treasurer.
- Review monthly bank statement and Treasurer’s reconciliation.
- Sign all checks greater than \$2,500.
- Develop and present budget at Transition Meeting for Board approval.
- Approve the annual review of treasurer’s records and/or bi-annual audit.

### Activity Calendar for President

- |                |  |
|----------------|--|
| June (prior)   | <ul style="list-style-type: none"> <li>▪ Attend Transition Meeting as outgoing President-Elect and Incoming President.</li> </ul>  |
| July           | <ul style="list-style-type: none"> <li>▪ Attend NASFAA as President of TASFAA.</li> <li>▪ Attend Annual Conference Committee Meeting.</li> </ul>   |
| July or August | <ul style="list-style-type: none"> <li>▪ Preside over TASFAA Board Meeting.</li> <li>▪ Attend SASFAA Board Meeting as TASFAA (sometimes held on conjunction with NASFAA).</li> <li>▪ Prepare written report to be distributed at SASFAA Board Meeting. The written report will be used in the SASFAA newsletter.</li> </ul>                          |
| September      | <ul style="list-style-type: none"> <li>▪ Prepare for October TASFAA Board Meeting and contact Board Members, as necessary regarding agenda.</li> <li>▪ Attend TSAC Board Meeting. Call TSAC Executive Director prior to the meeting to discuss meeting agenda.</li> <li>▪ Prepare President’s Report for October TASFAA newsletter.</li> </ul>       |
| October        | <ul style="list-style-type: none"> <li>▪ Preside over TASFAA Board Meeting.</li> <li>▪ Attend TASFAA Fall Conference.</li> <li>▪ Present thank you letters to contributors, vendors, sponsors, patrons, Conference Committee and key presenters at the Fall Conference.</li> </ul>   |
| November       | <ul style="list-style-type: none"> <li>▪ Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. The report will be used in the SASFAA newsletter.</li> <li>▪ Meet with the President-Elect for planning upcoming year and Transition Meeting.</li> </ul> <p>(Activity Calendar for President Continued)</p> |
| December       | <ul style="list-style-type: none"> <li>▪ Communicate with Committee Chairs and Board Members in preparation for Winter Board Meeting.</li> <li>▪ Ensure Completion of slate nominations for Officer elections.</li> </ul>  |

- |          |   |
|----------|---|
| January  | <ul style="list-style-type: none"> <li>▪ Preside over TASFAA Winter Board Meeting.</li> <li>▪ Usually TSAC Board Meeting is scheduled. Call TSAC Executive Director for Winter Board Meeting.</li> <li>▪ Attend Spring Conference Committee Meeting.</li> </ul>   |
| February | <ul style="list-style-type: none"> <li>▪ Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. The report will be used in SASFAA newsletter.</li> <li>▪ Attend SASFAA Annual Conference.</li> <li>▪ Announce results of election during state meeting at SASFAA Conference.</li> <li>▪ Communicate results of election to membership.</li> <li>▪ Review Counselor Internship announcement to high school guidance counselors with TSAC Executive Director.</li> </ul> |
| March    | <ul style="list-style-type: none"> <li>▪ Prepare for Spring Executive Board Meeting. Contact officers and Chairs.</li> <li>▪ Prepare President's report for TASFAA Spring newsletter.</li> </ul>  |
| April    | <ul style="list-style-type: none"> <li>▪ Preside over the Spring Executive Board Meeting.</li> <li>▪ Attend Spring TASFAA Conference.</li> <li>▪ Prepare written report which will be in the SASFAA newsletter.</li> <li>▪ Speak at TSAC's Annual Lender Conference.</li> <li>▪ Present thank you letters to contributors, vendors, sponsors, patrons, Conference Committee and key presenters at the Spring Conference.</li> </ul>   |
| May      | <ul style="list-style-type: none"> <li>▪ Meet with President-Elect in preparation for the Transition Meeting.</li> </ul>  |
| Late May | <ul style="list-style-type: none"> <li>▪ Send thank you letters to Board, Committee Chairs (and perhaps to Presidents of institutions) and committee members for work over the past year. This can also be done at the Spring Conference or Transition Meeting.</li> </ul>  |
| June     | <ul style="list-style-type: none"> <li>▪ Attend SASFAA Board Meeting as TASFAA President. Prepare written report which will be used in SASFAA newsletter.</li> <li>▪ Chair outgoing TASFAA Board Meeting at Transition Meeting.</li> <li>▪ Attend TSAC Board Meeting. Call TSAC Executive Director to review agenda prior to the meeting.</li> </ul>  |

## PRESIDENT ELECT

**Method of Selection-** Elected by the membership

### Responsibilities

1. Perform all duties of the President in his/her absence.
2. Serve as the Conference Chair for either Fall or Spring Conference if not having previously served as a TASFAA Conference Chair.
3. Succeed to the Office of the President in the event of a vacancy in that office.
4. Purchase the plaque for the President and present it to him/her at the Spring Conference.
5. Serve as an understudy to the President.
6. Observe the President at all TASFAA Committee Meetings.
7. Develop goals and objectives for upcoming year.
8. Select Committee Chairs for the upcoming year.
9. Prepare and present budget at Transition Meeting (in conjunction with Association Governance Chair).
10. Perform such other duties and functions as may be required by the Association.
11. Attend President-Elect Meeting at the SASFAA Annual Conference.
12. Attend NASFAA Leadership Conference.

### Guidelines and Procedures

1. Sit next to the President at all meetings.
2. Transition Meeting
  - o Coordinate date and location
  - o Plan Transition Meeting in Coordination with the President and set the agenda for the incoming Board Meeting.
3. TASFAA conference registration fees are complimentary.
4. For the SASFAA Transition Meeting, SASFAA will cover lodging expenses and TASFAA will be responsible for all other travelling and meeting-related expenses (CHECK SASFAA POLICIES).
5. All travel and meeting-related expenses for the NASFAA Leadership Conference are covered by TASFAA.

### Activity Calendar for President –Elect

- |              |  |
|--------------|--|
| June (prior) | <ul style="list-style-type: none"><li>▪ Attend Transition Meeting as incoming President-Elect.</li><li>▪ Work with incoming President to schedule dates and select site for next year's Transition Meeting, and process appropriate paperwork to facilities manager.</li></ul> |
| July         | <ul style="list-style-type: none"><li>▪ Attend Conference Committee Meeting.</li></ul>   |
| September    | <ul style="list-style-type: none"><li>▪ President-Elect report for October Meeting and Fall TASFAA newsletter. Include</li></ul>   |

volunteer form in Fall newsletter and solicit volunteers for Committee Chairs and/or Committee Members in article. Post volunteer form on TASFAA website.

- October
- Attend Fall TASFAA Board Meeting and Conference. Serve on Nominations Committee for next year.
- December/  
January
- Attend Winter TASFAA Board Meeting. Prepare and present President-Elect report for January meeting.
  - Send e-mail solicitation for Committee Chairs and/or Committee Members.
  - Reserve room for NASFAA Conference. Begin travel arrangements (checking on flights).
- February
- Attend President-Elect training held in conjunction with SASFAA Meeting.
  - Determine if any new committees will be needed or eliminated.
  - Work with next year's President on selecting Committee Chairs.
- March
- Attend NASFAA Leadership Conference.
  - Prepare newsletter article. Solicit for volunteers in newsletter and/or e-mail.
  - Revise volunteer form if necessary, to reflect your changes also revise volunteer form to remove "Chair" as an option as your chairs will be selected.
  - Finalize selection of Committee Chairs.
- April
- Attend Spring TASFAA Board Meeting & Conference.
  - Attend Counselor Internship Selection Meeting.
  - Plan Transition Meeting in coordination with current President.
  - Announce new Board to membership at Spring Conference. Send e-mail to new Board introducing all Committee Chairs and Officers.
  - In conjunction with Association Governance Chair, develop next year's TASFAA budget.
- May
- Usually a TASFAA Advisory Committee to TSAC meeting is held- plan to attend.
  - Finalize travel plans for NASFAA.
  - Finalize proposed TASFAA budget for upcoming year.
- June
- Attend Counselor Internship training to welcome group.
  - Attend SASFAA Transition Board Meeting as an observer.
  - Attend TSAC Board Meeting as an observer.
  - Prepare your calendar for the coming year to the extent you can, and notify your supervisor and staff.
- (Activity Calendar for President-Elect Continued)
- June  
or July
- Attend Transition Meeting. You are responsible for coordination meeting activities with current President and preside over Incoming Board Meeting.
  - Establish future meeting dates. Fall and Spring meetings are held in conjunction with respective conferences.
  - Set Newsletter deadlines with Newsletter Chair and announce to Board.

## PAST PRESIDENT

**Method of Selection-** Immediately upon leaving the Presidency, occupy Office of Past President.

### Responsibilities

1. Exercise all functions of the President in the absence of the President and the President-Elect.
2. Serve as the TASFAA representative to the SASFAA Nominations Committee.
3. At the discretion of the president, serve as the Chair of the TASFAA Advisory Committee to TSAC.
4. At the discretion of the president , serve as the Chair of the TASFAA Nominations Committee.
5. Any other duties, which may be assigned by the President.
6. Serve as Parliamentarian.

### Guidelines and Procedures

1. SASFA Nominations
  - o TASFAA newsletter articles, e-mail announcement, and any relevant and appropriate channel(s) of communication to solicit nominations.
  - o Solicit input from TASFAA Executive Board regarding nominations for SASFAA.
  - o Attend all SASFAA Nominations Committee meetings.
  - o Work at polls at SAFSAA Annual Conference as deemed necessary by the SASFAA Past President.
2. TASFAA Advisory Committee to TSAC
  - o Consult with TSAC Executive Director to identify potential ways to help TSAC and TASFAA work together.
  - o Call meetings in conjunction with the TSAC Executive Director.
3. TASFAA Nominations
  - o Chair Nominations Committee.
  - o Solicit Nominations TASFAA members via the TASFAA newsletter and e-mail or in whatever ways are determined to be appropriate by the committee.
  - o Develop and finalize slate of candidates in conjunction with Nominations Committee.
  - o Distribute ballots to TASFAA members using whatever means deemed appropriate by the TASFAA Executive Board.
  - o With the president and the president-elect, verify the results of the election.
  - o Coordinate the contacting of all candidates regarding election returns prior to announcing results.
  - o Announce the names of the newly elected officers to the TASFAA members at the state meeting at SASFAA Conference and/or through whatever means deemed appropriate by the TASFAA Executive Board.
4. TASFAA Conference registration fees are complimentary.

## Activity Calendar for Past President

- October
  - Call for nominations for Officer elections.
- December
  - Meet with Nominations Committee to set slate of candidates.
  - Notify president and president-elect of the candidates.
- January
  - Announce slate of candidates at winter executive board meeting.
  - Distribute ballots with a deadline date for submission of vote.
- February
  - Monitor counting of ballots with Electronic Services Chair.
  - Confirm the election results with the president and president-elect.
  - Notify defeated candidates and elected officers of results, in that order.
  - Announce names of new slate of Officers at the next business meeting, which is usually at the state meeting at SASFAA Annual Conference.
- March
  - Coordinate with Electronic Services Committee chair to have voting results destroyed.

## TREASURER

**Method of Selection-** Elected by the membership for a period of two years.

### **Responsibilities**

1. Act as the Finance Director (CFO) of the Association.
2. Receive and disburse all monies of the Association and follow the Association's financial policy as approved by the Executive Board.
3. Keep adequate, accurate and appropriate records of financial transactions as they relate to the operations of the Association. Provide view-only security access to online Quickbooks for the President, President-Elect, and Association Governance Chair.
4. Submit the Association's records to an annual financial review within sixty (60) days following the close of the fiscal year. The Association Governance Committee will decide who performs the financial review (Committee Members or an outside auditor).
5. Turn over all financial record of the Association to Treasurer's successor no later than sixty (60) days from the completion of the term.
6. Be bonded at the expense of the Association prior to taking office.
7. Submit a report of the Association prior to each meeting and submit to the Executive Board at each meeting a current Treasurer's report showing the status of all financial accounts held in the name of the Association, including a list o current CDs, their interest rate, amount and maturity date.
8. Have the authority to pay bills, based on the existing budget, after the expiration of the fiscal year until a new budget is approved by the Executive Board.
9. Maintain the exceptional credit rating of the Association by paying all bills and/or invoices upon receipt.
10. Upon request, send all flowers on behalf of the Association.
11. Establish access to monthly reconciliation report as well as a budget report to the President, President-Elect and Association Governance Chair to review. Inform the president, president-elect, and association governance chair when the monthly reports are available.
12. Serve as an ex-officio member of the TASFAA Association Governance Committee.
13. Provide a year-end Treasurer's report as of June 30. Include the TASFAA Treasurer's Asset Inventory Report.
14. Consult accountant regularly regarding tax status. Work with the accountant to provide necessary documents for and ensure the timely filing of the federal and state taxes.
15. Update the Corporation Annual Report for the State of Tennessee in October each year.
16. File an IRS form 990 (or 990EZ) and 990-T by November 15 of each year for the prior fiscal year. Pay the quarterly 990-T federal taxes. All mail should be sent as certified.
17. Provide all suppliers of goods and services with Form RV-1901 from the Tennessee Department of Revenue to make purchases without the payment of sales tax.
18. Keep current the TASFAA's Treasurer's record of technology-related asset inventory items.
19. Be certain all royalty payments (such as ASCAP or BMI licensing) are paid in full when due.
20. It will be the responsibility of the current TASFAA President to appoint a TASFAA member to complete the monthly bank reconciliation. Ideally this person will be a former TASFAA Treasurer or President (normally the Association Governance Chairperson). The appointed member will not have signatory authority or access to blank checks. Upon completion, the appointed member will sign and date the reconciliation. Copies of the bank statement, including imaged checks and the reconciliation report will then be sent to the President, President-Elect and the

Association Governance (Budget) Chair. The original bank statement and signed reconciliation report will be kept by the TASFAA Treasurer.

21. Pay insurance premiums in full when due. Send copy of policy to Secretary.
22. Create invoices within Quickbooks and send them to the specified contacts for all sponsorships including such things as fall and spring exhibit tables, newsletter ads, ATAC banner ads, etc.

## Guidelines and Procedures

### 1. Fund Control/Ledgers

- Monthly receivables account
  - Membership
  - Conference fees
  - Sponsorship
  - Interest earned
  - Miscellaneous income
- Monthly expenditures account
  - Travel
  - Supplies
  - Postage
  - Other
- Budget—line item accounts
  - Monthly reconciliation report of receipts and expenditures to President and Association Governance Chair
  - Report to Board and membership each meeting
  - Annual financial review within 60 days of closing
  - Open books to President and Association Governance (Budget) Committee as requested
  - Submit expenditure request to President for approval
  - Select a bank that will guarantee a favorable interest rate
  - Invest reserve fund with the approval of the Executive Board

### 2. Good practice

- Keep books current
- Write receipts promptly
- Require receipts as mandated
- Balance ledger accounts to bank balance monthly
- Checks payable to individuals, companies or institutions (none to cash)

### 3. Expenditures paid by TASFAA

- TASFAA conference registration fees are complimentary.
- All travel-related expenses to attend the NASFAA Leadership Conference are covered by TASFAA.

## SECRETARY

**Method of Selection-** Elected by the membership for a period of one year.

### Responsibilities

1. Recorder of the Association and the custodian of its records.
2. Take or arrange to have taken, and keep in permanent form, the minutes of all Board Meetings.
3. Arrange to have copies of all meeting Minutes made for the membership (Board Minutes for the Board, Business Minutes to the membership) and posted to TASFAA's website.
4. Receive and file copies of the official annual membership list, the official list of the Executive Board Members, the proceedings of each meeting of the Association, and all workshop projects, and Committee reports.
5. Keep a current file of all official documents and publications of the Association.
6. Transfer to the Historian annually all of the official documents and publications of the Association.
7. Keep TASFAA Policies and Procedures Manual updated.
8. Keep all necessary forms updated. (Example: Update mileage according to IRS mileage allowance on travel expense forms as appropriate.)
9. Prepare and distribute to the Membership all proposed resolutions and amendments to the Constitution or Bylaws.

### Guidelines and Procedures

1. Minutes
  - o Executive Board- Distribute within one month.
  - o Business Meeting- In members' packets at next conference and in the newsletter.
2. Official copies of all reports and Minutes
  - o Request if not received.
  - o Keep prior year file on hand.
3. Archives- Contains all records except current and prior year
4. Policies and Procedures Manual
  - o Update at Board's direction.
  - o Distribute manuals and updates as needed.
5. TASFAA conference registration fees are complimentary.

## **MEMBERS-AT-LARGE (i.e., District Representatives)**

**Method of Selection-** Elected by the membership of each District for a period of one year—one from each District.

### **Responsibilities**

1. Serve as a voting member of the TASFAA Executive Board.
2. Attend all TASFAA Board Meetings, including the Transition Meeting.
3. Serve as a liaison between the District and the Executive Board.
4. Assist in coordinating TASFAA activities held in the District in consultation with the President.
5. Present a report to the Executive Board at each Meeting.
6. Use the TASFAA Listserv to facilitate communication within the District.
7. Encourage district members to be active in governmental affairs related to financial aid.
8. Assist the Mentoring Committee Chair by giving that Chair a list of all members in your District that would be willing to welcome and provide support to new members if they have any questions or concerns.

### **Expenditure**

TASFAA conference registration fees are complimentary.

## COMMITTEES

**Method of Selection of Chairs-** Appointed by President for a period of one year.

**Method of Selection of Committee Members-** Selected by Committee Chair with aid of President.

### Responsibilities of Chairs

1. Develop goals and objectives for the year, includes expected results and target dates.
2. Track expenses, including any travel or costs associated with Committee Meetings, funds to carry out special projects (research or development of materials, etc.), cost of anticipated publications.
3. Stay within the budget established by the Executive Board at the Transition Meeting.
4. Submit proposed goals and objectives to the President, and work to implement them.
5. Record minutes or meeting summary (or designate a Committee Member to do so) and distribute as soon after meeting as possible to Committee Members, President, President-Elect and Secretary.
6. Attend Executive Board Meetings.
7. Prepare newsletter articles on committee work.
8. Prepare and submit written reports as selected to be included with Secretary's Minutes.
9. Report to the membership at the President's request.
10. Keep a comprehensive notebook of activities, timelines, duties, etc. that will be provided to subsequent Committee Chairs.

### Responsibilities of Committee Members

1. Attend and actively participate in meetings of the Committee. Of for any reason a person is unable to attend a Committee meeting, notify the Chair as much in advance as possible.
2. Arrange travel schedule to be in attendance for the duration of the Committee meeting and at such a time as directed by the Chair.
3. Carry out in a timely manner the assignments or duties assigned by the Chair.
4. Seek the input of other financial aid administrators not involved in the Committee work. Listen to divergent points of view. Make decisions and recommendations based on what is best for the profession, institutions and/or students we serve.

### Guidelines for Conducting Meetings

1. Always star the meeting on time and with a definite agenda.
2. Keep the meeting moving. Get to the point. Interest lags when action lags.
3. Get as much participation as you can. Keep responses short.
4. Speak clearly. If you can't be heard, you can't exercise control.
5. Insist on order. When general simultaneous discussions ensue, no one can be heard and nothing can be accomplished.
6. Make sure each individual who takes the floor speaks clearly and audibly. Interrupt if you need to have repeated what was said if you have the least suspicion that some may not have heard.
7. Sum up what was said and obtain a decision.
8. Stop aimless discussion by recommending further study.

9. Retain control, but don't stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining a consensus and moving on.
10. Don't argue with the individual who has the floor. Ask questions, but remember as the presiding officer you are to be more neutral.
11. Keep adequate minutes of each meeting.

### **General Calendar for All Officers and Committee Members**

- |                  |   |
|------------------|---|
| <b>June</b>      | ▪ Attend TASFAA Transition Meeting as incoming Officer/Committee Chair  |
| <b>July</b>      | ▪ NASFAA Annual Conference  |
| <b>August</b>    |   |
| <b>September</b> |   |
| <b>October</b>   | <ul style="list-style-type: none"> <li>▪ Prepare Officer/Committee report for the Fall Executive Board Meeting and the Fall newsletter</li> <li>▪ Attend Fall Executive Board Meeting</li> <li>▪ Annual TASFAA Fall Conference</li> </ul>   |
| <b>November</b>  |   |
| <b>December</b>  |   |
| <b>January</b>   | <ul style="list-style-type: none"> <li>▪ Prepare Officer/Committee report for the Winter Executive Board Meeting</li> <li>▪ Attend Winter Executive Board Meeting</li> </ul>  |
| <b>February</b>  | ▪ SASFAA Annual Conference  |
| <b>March</b>     |   |
| <b>April</b>     | <ul style="list-style-type: none"> <li>▪ Prepare Officer/Committee report for Spring executive Board Meeting and the Spring newsletter</li> <li>▪ Attend Spring Executive Board Meeting</li> <li>▪ Annual TASFAA Spring Board Meeting</li> <li>▪ Annual TASFAA Spring Conference</li> </ul> |
| <b>May</b>       | ▪ Prepare Summer newsletter article   |
| <b>June</b>      | <ul style="list-style-type: none"> <li>▪ Prepare end of year report for TASFAA Transition Meeting</li> <li>▪ Attend TASFAA Transition Meeting as out-going Officer/Committee Chair</li> </ul>   |





## ASSOCIATION GOVERNANCE COMMITTEE

### Purpose

Responsible for the overall governance of the Association including budget oversight, long-range planning and resolution and Bylaws. Recommend policies concerning budget issues, provide counsel to the President on budget and oversee financial review. Draft resolutions as needed to be presented to the members. Ensure that our Association's goals are set and that we strive to achieve them. Also, approximately every five years, the Committee reviews our Last Long Rang Plan and works on drafting a new one.

### Responsibilities

1. Budget
  - Discuss with prior Chair.
  - Develop with President, President-Elect and Treasurer.
2. Oversee expenditures
  - Quarterly report from Treasurer. Option to send to Committee Members.
  - Present (in conjunction with Treasurer) reports to Board and membership.
  - Review monthly bank reconciliation statements as assigned by the President. The Treasurer will arrange to have the original bank statements and a reconciliation report sent directly to the Association Governance Chair. Review statements. Sign and date the reconciliation report and return to the TASFAA Treasurer.
3. Oversee our financial review.
4. Monitor adequacy of reserve funding, and communicate status of reserve funding to the membership.
5. Keep a current copy of the Association's Bylaws.
6. Propose necessary changes to the Executive Board.
7. Take Board approved changes to the membership for a vote.
8. Update Bylaws after changes approved.
9. Review Bylaws of similar associations to see where we might need additions, deletions, details, clarifications, etc.
10. Work with the Membership Chair to insure that the printed copy of the Bylaws in the Directory is up to date and accurate.
11. Review any issues that are discussed at the Executive Board Meetings for possible impact on the Bylaws of the Association.
12. Keep current copy of Association's goals for the year.
13. Draft evaluation procedures for each goal, so that efforts can be assessed at year end.
14. Establish new Long Range Plan approximately every five years.
15. Ensure that Association activities are in line with our Long Range Plan and mission.
16. Entertain any suggestions for alterations to the Association's Mission Statement.
17. Ensure that all committees are established and members appointed with the intention of addressing the mission, purposes/functions and goals of the Association.

### Suggested standards for Preparation of Financial Review

- \_\_\_\_\_ Has all revenue been recorded?
- \_\_\_\_\_ Have all receipts been written?
- \_\_\_\_\_ Have all deposits been made with 10 days of receipt to the bank
- \_\_\_\_\_ Are voided or spoiled check voided in such a way that prevents reuse and filed in numerical sequence with paid checks?
- \_\_\_\_\_ Are any checks made payable to "cash" or "Treasurer"?
- \_\_\_\_\_ Are bank statements reconciled monthly and in a timely manner?
- \_\_\_\_\_ Are accounts payable supported by vouchers, invoices, purchase orders and receiving documents?
- \_\_\_\_\_ Are invoices dated, stamped and noted with date paid and check number?
- \_\_\_\_\_ Are accounts paid within 30 days of receipt of invoice or bill?  
If not, why? \_\_\_\_\_
- \_\_\_\_\_ Was cash available?
- \_\_\_\_\_ Are ledgers posted when bills are paid?
- \_\_\_\_\_ Are ledgers posted before accounts are paid?
- \_\_\_\_\_ Are adequate, accurate and appropriate records of financial transactions being kept?

#### Are TASFAA Policies and Procedures being followed?

- \_\_\_\_\_ Check budgeted amounts for each account. If there was a variance from the budget, was there a valid explanation that was acknowledged by the President and/or Board?
- \_\_\_\_\_ Submit a current Treasurer's report prior to each membership or Board meeting?
- \_\_\_\_\_ Submit monthly income/expense listing and copies of monthly bank statements to President of Association Governance (Budget) Chair, including copies of canceled checks?
- \_\_\_\_\_ File a Corporation report with the State of Tennessee? Dated \_\_\_\_\_
- \_\_\_\_\_ File an IRS Form 990 by November 15<sup>th</sup> for prior fiscal year? Dated \_\_\_\_\_
- \_\_\_\_\_ Provide Committee Chairs and suppliers with Form RV-1901 from Tennessee Department of Revenue when possible to avoid state sales tax?

## AWARDS COMMITTEE

### Purpose

Prepare and present awards for length of service, special accomplishments, and professional milestones, or honors, which include the purchase and/or preparation of plaques, certificates, etc.

### Responsibilities

1. Prepare and present necessary awards for members for:
  - Length of service
  - Special accomplishments
  - Professional milestones or honor
2. Work in conjunction with historian in order to maintain flow of awards, achievements and accomplishments by the membership into our Archives.
3. Purchase or prepare an appropriate award to present at the Spring Conference.
  - 5 years of service to TASFAA- certificate
  - 10 years of service to TASFAA- paperweight
  - 15 years of service to TASFAA- glass paperweight with TASFAA Logo
  - 20 years of service to TASFAA- plaque
  - 25 years of service to TASFAA- plaque
  - 30 years of service to TASFAA- gold clock engraved

### Distinguished Service Award Criteria

- Years of Service/Experience
- Accomplishments, leadership, ability, etc.
- Workshop attendance and preparation
- Chaired committees, published papers or reports
- Does not have to be financial aid administrator

### Distinguished Service Award Determination Procedures

- Solicit nominations from the membership via the listserv prior to the January Executive Board Meeting
- Present Nominations at Executive Board Meeting
- Executive Board will make the selection (via conference call if necessary)

### Special Milestones Award Criteria

Used to celebrate a member's service to TASFAA and the financial aid community (i.e. retirement, honors, special accomplishments, professional milestones, etc.)

### Special Milestones award Determination Procedures

- Solicit nominations from the membership through the listserv prior to the January Executive Board Meeting
- Present nominations at Executive Board Meeting
- Executive Board will make selections (via conference call, if necessary)

### Presidents Plaque with Gavel

- Order the plaque with the gavel on it for the President-Elect to present to the President at the Spring Conference Business Meeting.

### Activity Calendar

June	Attend Transition Meeting
September	Inventory award available and replenish as necessary
October & April	Number of years of service collected on ATAC get list from Electronic Services Chair to get list of awards
October	Attend the Fall Conference
Early January	Solicit nominations for Distinguished Service Award and Special Milestone Award
Early March	Order Awards
April	Attend the Spring Conference

## CONFERENCE COMMITTEE

### Purpose

Plan for Fall and Spring TASFAA conferences, including coordinating local arrangements, selecting presenters, moderators, speakers and special guests, setting the conference agenda and scheduling entertainment/special activities.

### Responsibilities

#### Fall Program

Pre-Conference meetings and arrangements (i.e., Executive Board, Committees)  
Interest sessions as needed  
General professional sessions as needed  
TASFAA Business meeting(s)  
New Aid Officers Workshop (coordinated by Training Chair)  
Opening Session and Evening Meal  
State Programs Update  
Federal Update  
President's Reception  
Program evaluation - review and report to Board

#### Spring Program

Pre-Conference meetings and arrangements (i.e., Executive Board, Committees)  
Interest sessions as needed  
General professional sessions as needed  
TASFAA Business meeting(s)  
New Aid Officers Workshop (coordinated by Training Chair)  
Opening Session and Evening Meal  
State Programs Update  
Federal Update  
President's Reception  
Awards presentation  
Program evaluation - review and report to Board

### Program Checklist

- Theme
- Decorations
- Coordination with Sponsorship Development Chair
- Program format
- Presenters
- Speakers/special guests
- Audio-visual equipment and microphones
- Menu selections
- Head table place cards
- Program portfolios
- Nametags (Membership Chair's duty)
- Pre-program publicity
- Entertainment and/or special speakers
- Evaluation forms

## CONFERENCE POLICIES AND PROCEDURES

1. Registration shall be charged to all participants. Exceptions to this policy shall be made by the President, Conference Chair and Treasurer.
2. Refunds—nonrefundable but transferable. Any exceptions must be approved by the President, Conference Chair and Treasurer.
3. The Exhibit Area will be closed during all General Sessions.
4. Hospitality Hours—sponsors and vendors should be asked to close down their hospitality suites at specific hour and during meetings.
5. Hospitality Session—more than one hospitality session can be scheduled at the time in order to handle the number of participants at the conference.
6. Travel and Honoraria Expenses—the following expenses will be paid by TASFAA and charged against the Conference Committee/Conference accounts:
  - 1) Lodging and other expenses not covered by the institution for President and the President's conference registration fee.
  - 2) Complimentary rooms will be assigned by the President in the following order: Speakers/Guests, President, Treasurer, Conference Chair, Local Arrangements.
  - 3) Travel and other expenses of the keynote speaker as recommended by the Conference Chair, and approved by the President and Treasurer.
  - 4) Honoraria to speakers and presenters, upon recommendation of the Conference Chair and approved by the President and Treasurer.
  - 5) Other such expenses recommended by the Conference Chair and approved by the President and Treasurer.
  - 6) Complimentary conference registrations are provided to serving elected Board Members, Conference Chair and Local Arrangements Chair(s).
7. When there is a second suite in the conference contract, it will be offered to the vendor/sponsor with the highest level of sponsorship the previous fiscal year.

## Conference Activity Roster

### Conference Chair:

- \_\_\_ Oversee conference budget/expense
- \_\_\_ Develop pre-conference materials
- \_\_\_ Web-site registration development
- \_\_\_ Meet with hotel staff
- \_\_\_ Coordinate with Local Arrangements
- \_\_\_ Develop general and interest section
- \_\_\_ Identify keynote speaker
- \_\_\_ Identify presenters and moderators
- \_\_\_ Sign coordination for all sessions
- \_\_\_ Develop social activities
- \_\_\_ Identify keynote speaker
- \_\_\_ Identify presenters and moderators
- \_\_\_ Sign coordination for all sessions, breaks, sponsors
- \_\_\_ Place card design and set up of head table
- \_\_\_ Reserved table for sponsors and guests
- \_\_\_ Reserved table for conference committee
- \_\_\_ Coordinate vendor needs with Sponsorship Chair
- \_\_\_ Coordinate notebook of activities
- \_\_\_ Coordination of conference mailers
- \_\_\_ Letter/brochure regarding conference
- \_\_\_ Tentative agenda
- \_\_\_ Conference Registration form (from Membership Chair)
- \_\_\_ Hotel Registration form
- \_\_\_ New Aid Officers Registration form
- \_\_\_ Coordination of Conference Packets
- \_\_\_ Folders
- \_\_\_ Folder labels
- \_\_\_ Program
- \_\_\_ Evaluation
- \_\_\_ Treasurer's Report
- \_\_\_ Minutes of last Business Meeting
- \_\_\_ Local Attraction Information
- \_\_\_ Vendor/Sponsor flyers

### Local Arrangements:

- \_\_\_ Communicate with hotel staff
- \_\_\_ Coordinate AV rentals
- \_\_\_ Room assignments/setups
- \_\_\_ Easels for signs
- \_\_\_ Banner Location
- \_\_\_ Coordinate breaks

(Local arrangements continued)

- \_\_\_ Determine menu and meal count
- \_\_\_ Coordinate decorations, flowers, etc.
- \_\_\_ Coordinate entertainment setup
- \_\_\_ Copier availability
- \_\_\_ Assign comp rooms

**President:**

- \_\_\_ Selection of invocation presenter
- \_\_\_ Selection of head table
- \_\_\_ Communication to those sitting at head table

**Sponsorship Chair:**

- \_\_\_ Communicate with all past vendors/sponsors
- \_\_\_ Notify Conference Chair and Treasurer of sponsored breaks and meals
- \_\_\_ Notify Local Arrangements of number of tables needed, electrical, etc.
- \_\_\_ Notify sign coordinator of sponsored by sign needed
- \_\_\_ Coordinate information to vendors regarding shipping and receiving of materials

**Membership Chair/Treasurer - Registration:**

- \_\_\_ Conference registration form to Conference Chair
- \_\_\_ Mailing labels to Conference Chair
- \_\_\_ Nametags
- \_\_\_ Recruit/assign

## COUNSELOR INTERNSHIP COMMITTEE

### Purpose

Coordinate the training of high school guidance counselors, usually 20-25 each summer, and then place them in financial aid offices of Tennessee higher education institutions for summer employments.

### Responsibilities

1. Distribute applications to participate to all Tennessee high school guidance counselors.
2. Recruit college and university financial aid offices to host the high school guidance counselors.
3. Match counselors to financial aid offices.
4. Coordinate two-day training workshop of the counselors. Includes selecting site, arranging travel, securing speakers, preparing teaching materials arranging meals and rooms.
5. Monitor success of individual counselors in their placements.
6. Make recommendations for next year's training.

### Counselor Guidance and Procedures

1. Late June or early July after first Transition Meeting as Chair—arrange training site for the next June – group reservation.
  - Usually a block of 25 rooms is sufficient.
  - Arrange for a meeting room large enough to accommodate 30-50 individuals.
  - The training sites should be centrally located Tennessee state parks to obtain state rates.
  - Contracts must be signed by the President of TASFAA.
  - Reserve computer and/or projector needed for training early. (NASFAA's core training material, which uses Microsoft PowerPoint, has been used for the past several years.) Be prepared to take a backup laptop and projector.
2. Fall- Get ready.
  - Set up notebook for storage of reports, applications, contracts, etc.
  - Get letters edited and entered in your computer.
  - Arrange to attend the annual conference of the Tennessee Counseling Association. A small display if the Counselor Internship Program was displayed on TSAC's vendor table at the annual conference.
  - Past participants were encouraged to help promote the program to potential participants.
  - Contact District Chairs to be sure the Counselor Internship Program is presented at Fall District meetings and at meetings with high school guidance counselors present.
3. January- work with TSAC Executive Director on editing letters that will then be sent to high school counselors and post-secondary institutions.
  - Be sure there is a paragraph about how counselors will be paid and how many hours they can work.

- Send the application for enclosure in the letter.
  - Letters should go out to the mail by mid-February.
  - To encourage participation, announce the program at the January executive Board Meeting. Make arrangements to have an interest session at the Spring TASFAA Conference. If a session has not been planned, make sure announcements are made about the program.
4. Mid-February- Generally after SASFAA. TSAC Executive Director will send letters to postsecondary institutions and to high school guidance counselors. They will be instructed to send their applications to the Chair of the Counselor Internship Program.
  5. March-Plan the agenda and review/update training materials.
    - The Chair of the Training Committee of the President of TASFAA will receive the NASFAA CORE material in April.
    - Ask for a copy of the current year training material or a copy of the upcoming year training material.
    - Have instructors' and participant's manual printed. Have evaluation forms available for counselors to complete the last day of training.
  6. At the TASFAA Spring Conference, schedule a meeting of the Counselor Internship Committee and match up counselors with colleges/universities.
    - Colleges should be contacted before letters go out to be sure that the college is still interested and that they will accept the counselor assigned to them.
    - Send workshop information to counselors. Enclosures must accompany the letter as appropriate- map, agenda, response form, information about the training, etc.
  7. Mid-May- confirm room list with the state park selected for the training site.
  8. Late May, early June- contracts are sent to participating colleges by TSAC. They must be signed by the college president and returned to TSAC.
  9. June- actual training takes place. Send a letter to postsecondary institutions letting them know that participants in the training program have completed their training. The letter should include the number of training hour the high school guidance counselor is to be paid with instructions to include training hours on the first timesheet processed.
  10. Collect and collate evaluations. Keep year-end reports updated. Also keep a list of participants, regions, hours worked, cost, etc. for year-end reporting.

## DIVERSITY COMMITTEE

### Purpose

Work with the Conference Committee and Executive Board to bring opportunities to the membership to increase their awareness of the diversity that exists within our association and the population we serve.

### Responsibilities

1. Work with the Conference Chair on possible conference sessions.
2. If requested to do so, and at the discretion of the TASFAA President, serve as the TASFAA representative to the SASFAA Diversity Committee.
3. Bring to the Executive Board any concerns of the membership regarding cultural relations.
4. Search for speakers, readings, handouts, videos and other forms of media, which can be used for educational purposes with the Association.
5. Access ways in which the Association can better serve its members, and address any inconsistencies in our activities.

## **ELECTRONIC SERVICES COMMITTEE**

### **Purpose**

Coordinate the implementation and maintenance of the TASFAA web page, recommend activities to improve our electronic communications and work with the Conference Chairs in coordinating training sessions and demonstration workshops for the members.

### **Responsibilities**

1. TASFAA web page
  - Frequent updates- information must be kept up-to-date in order for members to feel comfortable relying on it.
  - Work with Membership Chair to update membership listings. At a minimum, should be updated three times a year.
  - Work with Governmental Relations Chair to include timely information on legislative actions and issues.
  - Work with Conference Chair to set up conference registrations online.
2. Other electronic Communications
  - Continually access the Association's communications for possible improvements, changes, deletions, problems, etc.
  - Explore possibilities of TASFAA Listserv, electronic newsletter, electronic announcements, etc.
3. Training
  - Coordinate workshops or sessions at conferences for members to learn more about TASFAA electronic initiatives and opportunities regarding electronic advances of lenders/agencies/DOE.

See TASFAA Listserv Policy.

## FINANCIAL AID AWARENESS COMMITTEE

### Purpose

Coordinate all activities for Financial Aid Awareness Month in January or February of each year.

### Responsibilities

1. Set up committee with representative from each District.
2. Contact Governor's office to schedule Financial Aid Awareness month and get proclamation signed.
3. Develop promotional letter to be mailed to membership.
4. Coordinate all activities for Financial Aid Awareness month in January or February of each year.
5. Compile data on number of activities in which each institution participates during each year.
6. High school relations- Act as a liaison to Guidance Counselor Association.
7. Home Education Association Relations- Act as a liaison to Tennessee's HEA organization.
8. Develop information programs: media, data sheets/brochures, signs/displays, etc.
9. Assist members in obtaining or developing material for financial aid presentations.

## **GONVERMENTAL RELATIONS COMMITTEE**

### **Purpose**

Keep apprised federal and state legislative issues in order to recommend responses from the Association, and disseminate information to membership via TASFAA newsletter article, bulletins or Listserv.

### **Responsibilities**

#### **Federal**

1. Review USDE Notices of Proposed Rulemaking, Final Regulations and Dear Colleague Letters for impact on Title IV programs, and make recommendations to the Board for responses.
2. Review changes to the law made by Congress for impact on Title IV programs.
3. Review other USDE materials when changes are implemented (i.e. Student Financial Aid Handbook, Verification Guide).

#### **State**

1. Review legislative and regulatory changes for state financial aid programs, and make recommendations to the Board for responses.
2. Cultivate state sources for information and maintain open communications.

#### **General**

1. Dissemination of information
2. Utilize the TASFAA newsletter.
3. Communicate emergency information to the President for communication through the Listserv (if deemed appropriate).
4. Assist in the preparation of letters to officials as approved by the TASFAA Board.

## HISTORICAL COMMITTEE

### **Purpose**

Organize and maintain archives for the Association.

### **Responsibilities**

1. Maintain archives for the association.
2. Electronically store archives when necessary.
3. Place in archives all reports of Executive Board, including the Secretary's Minutes, Treasurer's reports and issues of the TASFAA newsletter.
4. Prepare articles about the Association's history for publication in the TASFAA newsletter.
5. Maintain President's Board (stored at TSAC Offices in Nashville).

## MEMBERSHIP COMMITTEE

### Purpose

Solicit membership for TASFAA through any relevant and appropriate channel(s) of communication to prior year members and newsletter articles, keep the official membership database coordinate Conference Registration with the Treasurer.

### Responsibilities

1. Produce, in conjunction with the Electronic Services Chair, online membership forms and application forms.
2. Solicit membership through any relevant and appropriate channel(s) of communication, at the direction of the President once the annual membership fee has been established by the Board.
3. Review online membership application for accuracy of membership status (voting, associate) and district affiliation. Once membership status and district affiliation are determined to be accurate, approve online membership application, thus adding member information to the database.
4. Coordinate Conference Registration with Treasurer
  - Prepare nametags.
  - Purchase supplies needed for registration (i.e. labels, badge holders, ribbons for name badges, etc.).
  - Assign committee members to assist during conference registration hours as needed.
  - Have computer with internet connections available at conference registration for members to complete onsite conference registrations.
5. Create and submit newsletter articles as necessary and appropriate.
6. Upon request, assist TASFAA Officers, District Chairs, and Committee Chairs in producing membership lists, mailing labels, email lists, etc. from the membership database.
7. Upon request and/or as directed, provide weekly conference registration statistical updates to President, Conference Chair, Local Arrangements/Hotel Liaison, Treasurer, Training Chair, and Mentoring Chair, to assist with conference planning.
8. Coordinate with the Nominations and Elections Chair to ensure that membership status and district affiliations are accurate and up-to-date prior to the opening of voting.
9. Provide routine updates to the membership on procedures for updating/reviewing their membership information via the web-based database, through any relevant and appropriate channel(s) of communication.

## MENTORING COMMITTEE

### Purpose

Serve as a “Welcome Wagon” to new TASFAA members.

### Responsibilities

1. Work in conjunction with Membership, Training and District Chairs to keep abreast of the new members and welcome them to the Association.
2. Work in conjunction with the District Chairs to choose mentors from each District that would be willing to provide support to the new members if they had questions or concerns.
3. Prepare Welcome Goodie Bags and various Welcome Activities for new members at the conference.
4. Pair up the mentors and new members during conferences.
5. Provide new members with networking contact information.

### Activity Calendar

June	-Attend Transition Meeting.
Sept./October March/April	-Receive new membership information from the Membership. This information is being received from Membership through conference registrations.
Prior to each Conference	-Assign mentors to new members. -Prepare activity materials/Prepare “goodie bags”. -Prepare networking contact information to be included with conference materials to be given to new members.

## NEWSLETTER/PUBLIC RELATIONS COMMITTEE

### Purpose

Keep the membership up-to-date on the Association's activities and current financial aid issues. Keep the Association and its accomplishments in the eyes of the public through the use of newspapers, magazines and other media.

Coordinate the publishing of at least two issues of *The Crossfeed*, TASFAA's newsletter.

### Responsibilities

1. Publish the newsletter two times each year, typically in October and April.
2. Collect articles for each issue, including reports from:
  - Officers
  - District Chairs
  - State Agency
  - Special reports
  - Special events, conferences, etc.
  - Other-federal news, regional news, etc
  - Members- professional issues, humor, stories, etc.
3. Coordinate design of the newsletter with the provider of the TASFAA web hosting.
4. Contact the Electronic Services Chair to coordinate the placement of the newsletter on TASFAA's official web page.
5. Solicit advertisements as approved by the TASFAA Board and in coordination with the Treasurer.
6. Produce and make available a press release form to be used by TASFAA members to report to their supervisors and local publications news of honor or promotion.
7. Initiate contact with media regarding activities of the Association, including conferences, elections, projects, programs, etc.
8. Initiate contact with institutions to thank them for allowing their staff to serve TASFAA.
9. Continuously assess ways to improve TASFAA's image and professional standing.
10. Work with Officers and Committee Chairs to publicize their efforts, including biographical information used for public announcement.
11. Assist the Financial Aid Awareness Committee in public relations efforts as needed.
12. Promulgate newsletter advertising rates. Current rates are as follows:

Full Page (8 ½ x 11)	\$225 per issue
Half Page (8 ½ x 5 ½)	\$120 per issue

Advertisements must be in designated format and forwarded to the appropriate Newsletter Committee Member using the schedule provided by the Newsletter Committee Chair.

## NOMINATIONS AND ELECTIONS COMMITTEE

### Purpose

Solicit nominations for the offices of TASFAA, and coordinate slate and election activities. The Past-President serves as Chair and is a voting member of the committee.

### Responsibilities

1. Work with the president of the association to establish the committee membership. As much as possible, attempt to establish membership that represents the various institutional types and geographical areas/districts of the association. It is preferable that some past-presidents of TASFAA are included in the committee.
2. The nominations committee chair serves as the TASFAA Representative to the SASFAA Nominations Committee.
3. Solicit nominations from the membership by announcing a confidential nominations process at timely events such as the Fall conference and/or training activities, as well as electronically through the use of the TASFAA web site, the Association newsletter, e-mail communications, or in whatever way are determined to be appropriate.
4. Develop a slate of candidates as prescribed under the "Guidelines" section below.
5. Present the slate of candidates to the Executive Board at the regular winter board meeting.
6. Work with the membership chair to confirm that the voting status of each member of association is as complete and as accurate as can best be determined.
7. The Nominations Committee chair will work with the Electronic Services Committee chair to ensure that the ballot is properly presented to the membership in a stipulated/ approved manner.
8. Confirm/verify the voting results and notify all candidates of those results according to procedures stated in the "Guidelines" section below and with the accepted procedure of notifying defeated candidates first,
9. Coordinate with Electronic Services Committee chair to have voting results destroyed.

### Guidelines

1. If possible, all nominees should be contacted by the person nominating him/her to determine if that person is willing to run for the office for which he/she is being nominated, if selected by the Nominating Committee. The Nominations Committee chair will again verify that nominees agree to run prior to the first committee meeting and will collect biographical information from the nominees for the committee to use in its subsequent meeting. ALL NOMINEES MUST BE CURRENT MEMBERS OF TASFAA and meet all relevant eligibility criteria to run for hold and office, as defined in the Association's by-laws. The nominees will be considered for future placement in the offices of the TASFAA board in the following order:
  - President-Elect
  - Treasurer (every two years)

- Secretary
  - District Chairs
    - Nominees for district chair positions must come from the district which that person is affiliated.
    - For post-secondary institutions, the physical location (address) of their institution determines district affiliation.
    - For those who do not work at a post-secondary institution, their home address (where they live) determines district affiliation.
2. In the event that a member of the Nominations Committee, including the chair, is nominated for one of the above positions, he or she, upon the acceptance of the nomination, shall be replaced on the committee. The President of the Association will choose the replacement before the meeting at which the slate will be determined. The procedure for the replacement will follow the same guidelines as printed for the original selection process of the Nominations Committee membership.
  3. The Nominations Committee will consider the nominees at its first meeting after submission of the nominations has closed.
  4. If only one nominee is presented for a position, the committee may nominate a second nominee for the position, provided the nominee is reached by telephone and agrees to run for the position for which the committee's nomination is being submitted.
  5. If two nominees are nominated for a position, the Nominations Committee will decide if both nominees will be placed on the ballot for a vote of the appropriate and relevant portion of the membership.
  6. If more than two nominees are presented, selection for the nomination will be by a vote of the committee. Regardless of how many times a person is nominated, the number of nominations a person receives should not influence the Nomination's Committee's decisions. The Nominations Committee chair is the only one who should have complete knowledge of the number of times a person has been nominated. A recommended procedure for arriving at two candidates, if three or more nominees are presented for a position, is as follows:
    - Step 1—Each committee member will vote for two nominees. If any one nominee receives more votes than any other nominee, he or she is selected.
      - If there are three nominees each committee member will vote for one nominee. If there are more than three nominees, each committee member will vote for two nominees if one nominee receives more votes than any other nominee, he or she is seated (proceed to step 2).
      - If two nominees receive the same number of votes and that number is greater than any other nominee, those two nominees are seated and the process is completed.
    - Step 2—If two or three nominees remain- vote for one nominee. If four or more nominees remain, vote for two. If one nominee receives more votes than any other, the process would cease.
    - Step 3—If no nominee receives more votes than any other nominee, then the nominee with the least number of votes would be dropped from the slate. Then repeat steps 2 and 3 until the second nominee is seated.

7. All members of the committee must be offered a voice in selecting the final slate of candidates to be presented to the membership.
8. Immediately following the Nominations Committee meeting for the selection of the slate, the President and President-Elect shall be notified of the selection.
9. The Nominations Committee chair will then present the slate of candidates' names to the Board for information purposes only. The nominees for each office, a short biography and a picture (if possible) will be made available to the membership.
10. Voting—The Nominations Committee chair is responsible for having the ballots prepared and then presented to the members, and, giving a deadline to submitting votes. The committee chair, in conjunction with the chair of the Electronics Service Committee as well as the President, is responsible for establishing and carrying out the voting procedure.
11. All discussions among and balloting decisions of this committee are confidential. Actual voting/balloting counting of the members is to be confidential.
12. After the voting deadline has passed, the Nominations Committee chair, along with the President and the President-Elect, will be informed by/from TASFAA's web host (currently ATAC) of the results of the election. The president, president-elect and nominations chair will confirm/verify the results and the nominations chair and/or committee members will notify the candidates of the outcomes. In the event of a tie, there will be a run-off elections for the position through a subsequent vote. The membership will be officially notified of the elected officers at the next Business Meeting, typically held at the SASFAA annual Conference or the TASFAA Spring Conference. After the initial announcement of the election results at that next business meeting, the results may then also be promulgated to the membership via other selected means of communication.
13. Voting record will be destroyed.

### **Campaign Guidelines**

1. Each candidate will be asked to provide a digital photograph and a brief biography to present with the ballot.
2. No hospitality suites are to be held in support of the candidacy of any individual.
3. No mass solicitation of the TASFAA membership shall be made by or on behalf of a candidate.

THE INTENT OF THESE GUIDELINES IS TO PROVIDE EQUAL OPPORTUNITY FOR ALL CANDIDATES AND TO REDUCE THE COSTS FOR CAMPAIGNING.

## PROJECT DEVELOPMENT COMMITTEE

### Purpose

Develop ideas for TASFAA projects that further the Association's mission.

### Responsibilities

1. Assess the need of the Association and its constituents to determine what projects/programs could be offered.
2. Identify potential projects that could be submitted to NASFAA for a state award.
3. Research other state organizations, NASFAA and additional sources for project/program ideas for the Association.

## **SITE SELECTION COMMITTEE**

### **Purpose**

Obtain bids or proposals for selection of site for the Fall and Spring Conferences as requested by the Executive Board and submit final recommendation to the Board for vote. Provide assistance on site selection for other meetings as requested by the President or Executive Board.

### **Responsibilities**

1. Obtain at least three bids or proposals showing all of the items on the Hotel Checklist.
2. Prepare written comparison for Executive Board approval.

### Hotel Checklist

Hotel \_\_\_\_\_ Contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of meeting rooms the hotel can make available:

Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_

Number of sleeping rooms available:

Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_

Room rates: single, double, other

Two rooms at government rate for DOE representatives to reserve

Complimentary room ratio

Complimentary suite for President

Advance deposit requirement with room reservations

Timing of release of unreserved rooms in the block

Number of meeting rooms, capacities, layout (obstructions, distractions, etc.) and any change for use

Availability of audio-visual equipment and any charges

Charges for storage/shipping/delivery of vendor boxes

Size, location and lighting of exhibit area.

Easy access for loading and unloading of displays

Parking: availability, security, charges

Area to accommodate conference registration

Workroom for conference staff

Rooms for pre-conference meetings (Board and committees)

Hotel Appearance: general condition of hotel, guest rooms, meeting rooms, lobby

How would you rate the following?

Hotel furnishing and decor

Check-in and front desk handling

Housekeeping

Attitude of personnel

Food service

Hotel Services: restaurants, entertainment, exercise equipment, shops

Transportation to airports and nearby attractions

Ease of room registration: 800 number, room registration cards, web site

Will they provide maps to hotel

Food service

Banquet and luncheon menus, varied as to selection and price

Option to change specific items on a given menu

Meal guarantees, deadlines, number of additional places set above guarantee

Miscellaneous

Any special features about the hotel, which make it unique

Whether there are any other major conventions booked for the same dates

Whether late check-out is allowed for some of the membership

## Comparison Report to Executive Board

Conference being scheduled \_\_\_\_\_

Hotel	Hotel 1	Hotel 2	Hotel 3
Hotel			
Available dates			
Room rates (single/double)			
Two rooms at a government rate			
Total rooms			
Room block			
Complimentary rooms			
Suite for President			
Cut-off date for reservations			
Registration space			
Vendor space			
Meeting rooms			
Meeting room charge			
Banquet space			
Audio-visual charges			
Parking			
Special services			
Attractions			

Site Selection Committee's recommendation:

## **SPONSORSHIP DEVELOPMENT COMMITTEE**

### **Purpose**

Serve as a liaison between vendors, sponsors, and patrons and the Conference Committee.

### **Responsibilities**

1. Liaison to Board.
2. Make recommendations to the Board for changes in the minimum contribution levels.
3. Print informational brochure.
4. Conference Committee Member.
5. As a communications link to agencies including, but not limited to State agency, loan collection firms, billing agencies, consultants, data processing firms and all who can be called Vendors, Sponsors and Patrons.

### **Guidelines and Procedures**

1. Committee members should represent various sectors of membership.
2. More guidelines that relate to this committee are listed in the section on Vendors, Sponsors and Patrons.

## VENDORS, SPONSORS, AND PATRONS

### Guidelines and Procedures:

All vendors, sponsors, and patrons will be recognized for their contributions in the conference program.

Sponsorship levels of patron and sponsor will have a portion of their sponsorship dollars allocated for Presidential Suite refreshments.

Vendors, sponsors and patrons will be provided a table at the annual conference if so requested, and will be expected to provide any special arrangements for the display tables at the conference.

Purchase of TASFAA Mailing Labels – All TASFAA vendors, sponsors and patrons, may purchase, mailing labels of TASFAA members at cost. Interested parties should contact the Membership Chair.

Sponsorship Chair is to be notified if sponsorship is provided is provided for other TASFAA functions such as District meetings, etc.

### Levels of Conference Support:

TASFAA gives long-term benefactors the right of first refusal of TASFAA sponsored function.

Vendor:	\$1,500 - \$2,499
Sponsor:	\$2,500 - \$3,999
Patron:	\$4,000 - \$5,499
Grand Patron:	\$5,500 minimum

### Other Support Opportunities:

Newsletter (See Newsletter section for prices)

TASFAA website

TASFAA Training Series Sponsorship (District Meeting, Training Meetings, Sessions)

Levels:

Vendor:	\$1,500
Sponsor:	\$2,500
Patron:	\$4,000
Grand Patron:	\$5,500

## Sponsor Confirmation

Dates: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

We appreciate your agreeing to sponsor the following activity:

Activity \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Please Contact:

Hotel \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact \_\_\_\_\_

Shipping information:

Contact \_\_\_\_\_

Contact promptly in order to make the necessary arrangements for your particular activity.

## STATE PROGRAMS LIASON

### Purpose

Serves as the liaison between the association and the state agencies that coordinate state financial aid programs, vocational rehabilitation and Workforce Investment Act.

### Responsibilities

1. Serve as contact with the state office that coordinates state financial aid programs.
2. Serve as contact with Voc Rehab and WIA offices.
3. Keep membership abreast of current regulations regarding these two programs and how they affect financial aid eligibility.
4. Keep members updated on changes to regulations.
5. Work with the conference Chair and Training Chair to coordinate member training or cross-training when necessary.

## TASFAA ADVISORY COMMITTEE TO TSAC

### Purpose

Advise TSAC Board on actions to be taken regarding the state's scholarship, grant, loan and other programs as established by TSAC.

### Responsibilities

1. Generally chaired by the Past-President. Chair must work very closely with the Executive Director of TSAC.
2. Is a revolving committee with approximately 1/3 going off each year and 1/3 being appointed by the TASFAA President.
3. The President-Elect is automatically selected to an automatic three-year term.
4. Ensure that the make up of the committee is representative of all TASFAA members- institution type, institution size, agencies, race, sex, aid experience, etc.
5. Chair sets up meetings, to be scheduled just prior to the meetings of the TSAC Board of Directors.
6. Set agenda to cover items that will be discussed at the TSAC Board of Directors meeting, so that the committee can make recommendations for action.
7. Agenda items include anything that deals with the state programs administered by TSAC: scholarships, grants, loans and other programs as established by TSAC.

## TRAINING COMMITTEE

### Purpose

Coordinate training opportunities for TASFAA members (usually in conjunction with the Fall or Spring Conferences), and keep a schedule of training opportunities for state, regional and national levels.

### Responsibilities

1. Survey the needs of the membership.
2. Plan an direct New Aid Officers Workshops
  - Coordinate with Conference Chair and Sponsorship Development Chair
  - Site selection
  - Faculty selection
  - Curriculum update
  - Set agenda
  - Announcements and registration forms (to members)
  - Materials: Regulations and handbooks, Participants' notebooks
3. Schedule all statewide training sessions for aid administrators, with site selection to be geographically convenient for the membership, and coordinate details with president and site selection chair
4. Conduct advanced level training
  - Current issues of concern
  - Management training
5. Coordinate TASFAA training with that of SASFAA and NASFAA.
  - Announcements of training sessions
  - Distributions of registration forms

## TASFAA listserv Policy

October 17, 2004

All current TASFAA members will be subscribed to the TASFAA Listserv as a privilege of membership. The primary purpose of the TASFAA listserv is to facilitate communication by and between TASFAA members regarding topics related to the administration of student financial aid. When communicating through the Listserv, ethical behavior should be observed at all times, and no behavior should take place over that Listserv that would be considered inappropriate for a face-to-face meeting. Failure to adhere to this standard of contact may result to the loss of access to the Listserv or more severe action, depending on the circumstances.

The TASFAA Listserv is not to be used to advertise, market, or otherwise promote products or services.

The TASFAA Listserv may be used for announcements of job changes, but such announcements must be informational only (e.g., new company, title, new phone/fax number(s), new e-mail address) and should not include any additional information, promotional or otherwise, about the hiring entity.

The use of TASFAA Listserv for employment opportunities for financial aid professionals is permitted. Such postings should be informational only, and should not include promotional information about the institution or company.

Any Listserv communication that could lead to the unnecessary congestion of the network or that might otherwise interfere with the work of others is not permitted. Examples of such communications include virus warnings, email scam warnings, and "chain" letters.

Exceptions to this policy can only be approved by the TASFAA Board.

## TASFAA INSURANCE POLICY

### Purpose

To ensure TASFAA's financial stability and security by providing liability and fidelity coverage for TASFAA officers as appropriate.

### MUST BE PAID ANNUALLY BY THE TREASURER

#### General Liability Insurance Policy

Carrier: Hartford Insurance Company

- Commercial General Liability Coverage:
  - \$ 2,000,000 - General Agencies Limit (Other than Products and Completed Operations)
  - \$ 2,000,000 - Products/Completed Operations Aggregate Limit
  - \$ 1,000,000 - Each Occurrence Limit (Combined Single Limit for Bodily Injury and Property Damage)
  - \$ 1,000,000 - Personal and Advertising Injury Limit
  - \$ 300,000 - Fire Damage Legal Liability Limit
  - \$ 10,000 - Medical Expense Limit (any one person)
  - \$ 1,000,000 - Hired & Non-Owned Auto Liability

#### Association Professional (D&O) Liability Policy

Carrier: Travelers Insurance Company

- Nonprofit D&O Liability Coverage
  - \$ 500,000 - Directors and Officers Liability Limit—Including Employers Liability
  - \$ 2,500 - Retention

Coverage: This policy will pay of behalf of the Insured all Loss which the Injured becomes legally obligated to pay on account of any Claim for a Wrongful Act, Employment Practices or Personal Injury, as defined in the policy. Insured shall include Organization and any natural person who has been, now is or shall become a duly elected director, duly elected or appointed officer, employee or committee member and any natural person acting in a voluntary capacity on behalf of the organization.

- Crime Coverage
  - \$ 10,000 - Employee Dishonesty
  - \$ 1,000 - Retention

The company indemnifies the Insured for direct loss from damage to money, securities and other property resulting from Employee Theft.

## **TASFAA TECHNOLOGY-RELATED TANGIBLE ASSETS POLICY**

Certain technology-related tangible assets are required to support the operational activities of TASFAA. Once purchased, these assets become the sole property of TASFAA, and it is important that an accurate and complete record of these assets be maintained by the Association. It is also important to maintain a record of any tangible assets that are purchased with any possible licensing restrictions applicable to their usage by the Association.

### **Computers, Equipment, Software:**

The association purchases and maintains computers, equipment and relevant software for the purpose of conducting Association business. Such equipment items and the software are the sole property of the Association and should be used only for Association business.

All computers, equipment items and software should be registered with the applicable manufacturer(s), if/when appropriate, to provide the Association with the maximum coverage for manufacturer's warranties and any available on-line help.

An inventory of all computers, monitors, printers, modems, software and any other similar equipment items should be maintained by the Treasurer and accounted for in the records that are kept and the reports made by the Treasurer.

Computers, printers, software programs, etc. provided to officers or designated to persons of the Association are expected to be maintained by those individuals with care and with a level of security that is appropriate for such equipment. All such equipment/items should be surrendered at the end of the person's term of office or any other comparable period of usage/responsibility or upon request of the President.

### **Purchase Requests:**

Computers, printers, software and any other technology-related items are subject to breakage, obsolescence, etc., and they may need to be replaced periodically. A purchase request with specifications and justifications should be submitted for review prior to any purchase being approved if the amount of the purchase exceeds \$100.00 the President, Treasurer and other elected Board Members will review the requests, take appropriate action on the request, and if approved, determine the best approach for purchasing needed items.

### **Disposal of Assets:**

Disposal of inventory items (assets) and the maintenance/upkeep of the Association's inventory listing are two important parts of this process. Items that are no longer operable or needed by TASFAA should be disposed of properly. (Donations might be made to selected agencies or organizations, if warranted or appropriate.) There may also be occasions when certain item might be made for a purpose other than that for which they were originally purchased, or they may be used as back-up units in some manner. The Treasurer should maintain a record of any donation or disposal action taken with regard to any item.

## TASFAA INVENTORY

### Treasurer

- HP Laptop
- Laptop carry case
- External CD
- Zip Disk Drive
- Printer

### Secretary

- HP Laptop
- Power adapter for laptop
- Laptop carry case
- External Mouse
- Tape recorder
- Foot pedal
- Extension cord
- Headphones
- Carry case
- Adobe Acrobat 7.0 Professional Software

### Membership Chair

- Laptop
- Laptop carry case
- Printer

### Newsletter/Public Relations Chair

- Digital camera

### Conference Material

- 18 easels
- 8-10 signs

**Note: this summary must be updated as items are purchased and old items discarded. A final report should be included with the Treasurer's June 30 closeout report.**

## TASFAA TECHNOLOGY PURCHASE REQUISITION

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ TASFAA Position: \_\_\_\_\_

Item Needed: \_\_\_\_\_ Quantity: \_\_\_\_\_

Desired Delivery Date: \_\_\_\_\_

**Specifications:**

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**Possible Supplier(s):**

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**Expected Cost:** \_\_\_\_\_

**Need Justification:**

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**Approval:**

\_\_\_\_\_, Treasurer

\_\_\_\_\_, \_\_\_\_\_

**Disposition of Old, Broken, Replaced Unit:**

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(See TASFA POLICY # \_\_\_\_\_)





## TASFAA CASH MANGEMENT AND INVESTMENT POLICY

The Association should maintain a minimum reserve fund balance of no less than 50% of a typical annual operating budget. The long-term goal should be to maintain a reserve balance equal to the amount of a typical annual operating budget. Such reserve funds may be comprised of both savings accounts and investments, provided that the funds are not intermingled with the Association's regular checking account.

The Association's cash balances and investments should be reviewed quarterly to determine if any investment changes might need to be considered. These changes may include, but are not limited to such things as: reviewing checking account balances and anticipated expenses to determine if "excess" balances exist; moving excess funds from the checking account into a savings or investment account or another investment option; liquidating an investment to cover anticipated expenses; or changing from one investment plan or option to another.

Historically, the Association has chosen the Certificate of Deposit (CD) as its primary investment option. CDs provide the security and availability that lead to the greatest return for the Association with considerable flexibility and minimal, if any, risk of loss. Shorter-term CDs should be used for the Association's basic reserve equal to one year's typical operating budget. Beyond the investment comprising that reserve, it would be appropriate for the Association to consider investing in such things as longer term or jumbo CDs, municipal bonds, etc. As CDs mature, a review of the Association's overall fund balances and investments should be made to evaluate the best use of those funds and appropriate investment actions to be taken with regard to those particular matured funds.

The President and Treasurer should be authorized to purchase CDs or make similar investments on behalf of the Association whenever it is determined that there are appropriate funds available within the Association's assets to allow for such a purchase. Proper selection of investments is necessary and important to insure that invested funds are not placed unnecessarily at risk. At a minimum, all investments made should provide at least the full return of the funds originally invested. Cash balances in any one account or investment option should not exceed FDIC or any other applicable insurance limits.

Whenever possible, TASFAA should explore purchasing investment instruments from current TASFAA Sponsors. Due consideration should be given even if the rate of return is not the best available but is reasonable competitive.

In order to help protect the assets for the Association, the following additional practices, at a minimum, should be observed:

1. All accounts should be fully insured by the FDIC or similar equivalent assurances of financial safety should be sought after, and obtained if at all possible.
2. CDs should be kept in a lock box leased to the Association with signatory access only by the President, Treasurer and/or any other individual specifically named and granted such access by the Association
3. Copies of all CDs owned by the Association should be maintained, at a minimum, by the Association's President, Treasurer and Secretary.

## TASFAA EXPENDITURE POLICY

**PRESIDENT**—Expenses covered include:

1. NASFAA – all expenses including registration, transportation, meals and lodging.
2. SASFAA Board meetings – all expenses including transportation, meals and lodging.
3. SASFAA conference – all expenses including transportation, meals and lodging.
4. Postage, copying and telephone expenses related to TASFAA.

**PRESIDENT-ELECT**—Expenses covered include:

1. SASFAA Board meeting held prior to beginning of his/her term of office.
2. Fall/Spring Conference lodging when serving as Chair
3. Expenses to attend meetings with President as training for the upcoming year.
4. Expenses to attend the NASFAA Annual Leadership Conference if funds permit.
5. One night's expenses when new State President's Workshop precedes SASFAA Annual Conference, if funds permit.
6. Reimbursement for postage, copying and telephone charges.

**SECRETARY**—Expenses covered include reimbursement for stationary, postage, copying expenses and supplies.

**TREASURER**—Expenses offered include:

1. Reimbursement for postage, copying, receipt books and supplies.
2. All expenses for Treasurer's training at NASFAA Leadership Conference (if offered during the first year of office during first year of office and if funding allows).

**Officers-elect**—Expenses covered include those incurred for actual functions performed to meet committees' responsibilities as outlined in this manual and/or approved by the Executive Board.

**Committees**—Expenses covered include those incurred for actual functions performed to meet responsibilities as outlined in this manual and/or approved by the Executive Board.

### **General Guidelines for Elected Officers and Committees:**

1. Stationary will be provided by the Secretary upon request.
2. 10% of budgeted amount may be spent for telephone calls with no receipt required. Anything over this requires a receipt. A list of phone calls with purpose of the calls is required.
3. Receipts must be attached to expenditure report and submitted to the Treasurer.
4. When possible, surveys and questionnaires should be included in the newsletter to reduce separate mailings.
5. Requests for advances are normally approved only for travel.
6. Signatures of Treasurer and President shall be required on all TASFAA checks over \$2,500.
7. Signature of Treasurer and President shall be required on all TASFAA bank accounts (Certificates of Deposit only have one signature).
8. All Certificates of Deposit will be kept in a lock box at a financial institution.

9. Treasurer and President are bonded at TASFAA expense in an amount established by the Executive Board.
10. President has the authority to exceed any budget line item by \$200.
11. Reserve Funds—A reserve fund of at least \$300 shall be included in the TASFAA budget.

## TRAVEL GUIDELINES

### PURPOSE

Travel performed at TASFAA expense will be for no purpose other than TASFAA official business. Travel must be consistent with the goals and objectives of that committee or office.

### APPROVAL

Travel will not be taken with the expectation of reimbursement by TASFAA without the prior approval of the President. TASFAA will not reimburse travel expenses when incurred in conjunction with another meeting. In case of overnight travel not covered by policy, prior approval must be given by the President.

### MANNER OF PAYMENT

Unless an advanced is approved by the President or otherwise authorized by the Association's Policies and Procedures, travel will be on a reimbursement basis. Claims may require the approval of the president prior to reimbursement by the Treasurer. The President or Treasurer may disallow any travel claims or portions thereof he/she deems unreasonable. Claim forms must be completed in their entirety, showing the itinerary and purpose of the travel/expense. Travel reimbursement shall be authorized for, but not necessarily limited to: TASFAA Officers, Committee Chairpersons and Committee members and other individuals authorized by the President.

### REIMBURSABLE ITEMS ARE THE FOLLOWING:

#### Travel

1. Private auto at the prevailing IRS rate allowance. For institution-provided autos the expense cannot exceed the amount the institution charges for the use of the auto.
2. Air travel at coach rate.
3. The cost of a taxi/airport limousine at actual cost, including tip, if appropriate, to and from the meeting site.
4. Auto rental requires prior approval of the President or Treasurer.

Receipts, copies of airline tickets or itineraries (if applicable) etc. are required.

#### Lodging

Actual cost not to exceed single room rate plus taxes at the location of the meeting. Receipts required.

#### Meals

1. Meal expenses per day in state up to \$50.00.
2. Meal expenses per day out of state up to \$65.00.
3. Meal expenses (not to include alcoholic beverages) for the full committee, excluding guest or non-committee members, unless such persons take part in committee activities. List all persons included in the meal for which reimbursement is requested.

## Miscellaneous

1. Telephone charges related to TASFAA business.
2. Tips, other than those included with meal expenses.
3. Parking required during meeting date(s).
4. Printing facilities, charges or other expenses required to conduct the Business of the Association.

Receipts are required for expenses in excess of \$10 per charge.

**Miscellaneous Expenses Claim Forms and Travel Expense Claim/Reimbursement Forms are available on the TASFAA website.**

### Credit Card Use

Credit cards are secured for the President and Treasurer to cover expenses associated with performing their duties. TASFAA has established guidelines for the acquisition and use of credit cards.

- A. The treasurer shall secure credit cards for official TASFAA business use by the President and Treasurer.
- B. The credit line of each card shall be no more than \$5,000.
- C. Written guidance shall be provided to each cardholder explaining appropriate card use and reporting requirements.
- D. A copy of the credit card statement will be sent directly from the credit card issuer to each cardholder as well as the Treasurer.
- E. Within ten (10) days of receipt of the billing statement from the card issuer, expenses charged to the credit card shall be reported using the appropriate TASFAA expense form, including receipts and descriptions of all charges reported.
- F. The Treasurer shall send a copy of the credit card statement to the Association Governance Chair and the President-Elect with the monthly bank reconciliations and budget reports.
- G. Cardholders shall surrender their cards to the Treasurer within ten (10) days of the expiration of their term of office, or at the direction of the TASFAA Board of Directors.
- H. Charging personal expenses to the Association credit card is prohibited.
- I. Violations of card use policies may result in cancellation of credit card privileges.

**TASFAA**  
**Corporate Credit Card**  
**Letter of Understanding**

I have read and understand the TASFAA Corporate Credit Card Policies outlined in the TASFAA Policies and Procedures.

I understand that my Corporate Credit Card is issued at the discretion of the Association and should be considered a privilege. I further understand that this credit card maybe used only for official TASFAA business purposes and that it should only be used when other methods of payment are not possible or reasonable.

I acknowledge that all credit card expenses are due and payable upon receipt of a billing statement from the card issuer. In this regard I understand that I am required to retain receipts for all purchases made through use of the credit card. I further understand that it is my responsibility as the holder of the card to submit expense reports on the proper TASFAA expense form to the Treasurer within ten (10) days of receiving the billing statement from the card issuer. I understand that all reported credit card expenses must be supported by a receipt, or, where a receipt is not available, fully documented to authenticate the obligation of the Association to reimburse the card issuer for the charge.

I understand that this card may never be used for personal use.

I understand that interest charges that accrue due to may failure to report charges and provide necessary documentation to authorize payment of card charges in accordance to the card issuer's billing cycle are my responsibility and that TASFAA is not obligated to pay those interest charges.

I further understand that violation of applicable card use and expense filing policies and procedures may result in revocation of the card by TASFAA or the card issuer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_