

## **1. Introduction**

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

### **1.1 Purpose and Scope**

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

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

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

### **1.2 How to Use the Manual**

The Manual is organized into sections which should assist the user in locating information easily. The Table of Contents lists these sections. In addition, Appendix A includes attachments pertaining to items referenced throughout the Manual. Most standard forms are retained on record with the Secretary for officer and committee use, as needed.

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

A copy of the Manual is stored by the Secretary on a computer disk for ease in updating. Any changes to the Manual as approved by the Board are incorporated into the electronic version of the Manual by the Webmaster, so all officers, committee members, and Association have access to it. The Association has adopted a standard software (Word), format (Numerical Outline) and type style

(Times New Roman) to be used throughout the Manual. All future changes to the Manual must adhere to these standards.

### **1.3 Updating the Manual**

All officers and committee chairpersons are responsible for identifying areas in need of new or revised policy guidance or procedural change and for recommending appropriate changes. All new policies and procedures, as well as changes to the existing Manual, must be approved by the Executive Board. Upon approval, the Secretary incorporates the changes in Association records and the Webmaster incorporates changes in the electronic version of the Manual. (See Attachment 1.3 for standards for maintaining the manual. Only sections having attachments are included in the Appendix.)

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

### **1.4 Compliance**

All Board members and representatives to the Board (committee chairpersons, liaisons, etc.) are responsible for ensuring adherence to the established policies and procedures in the execution of activities for which they are responsible.

\* This edition of the Policy and Procedure Manual was approved by the AASFAA Executive Board on October 10, 2006.