

5. Duties and Responsibilities of the Executive Board and Other Officers

5.1 General Expectations of Executive Board Members

It is expected that Executive Board members will:

1. Attend all Executive Board meetings and stay until the end of the meeting. Board members unable to attend should notify the President as soon as possible.
2. Serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies.
3. Recognize and uphold all fiduciary responsibility vested in the Board.
4. Provide a written report at each Board meeting outlining the activities and/or issues of each Board member's area of responsibility. Copies of the report should be made available in sufficient quantities for all Board members and guests at each meeting.
5. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
6. Be an active participant in decisions made by the Board on behalf of the members.

Additionally,

7. Each voting member of the Board, subsequent to his or her election, shall notify in writing all members of the Board within 30 days of his or her appointment as a consultant, advisor, council member, representative, agent, officer or trustee of any need analysis system, guarantor, collection agency, lending institution or other provider of financial aid services.
8. Officers and committee chairpersons shall pass on to their successors all pertinent records and reports by August 1. In the event of an officer's or committee chairperson's resignation or removal from office, all of his or her records must be submitted to his or her successor or to the Secretary, as appropriate, within 30 days.
9. Committee chairpersons, liaisons and guests may attend meetings of the Board, enter into discussions if recognized by the President, and make presentations, but shall not have voting privileges.

5.2 President

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

1. Provides leadership and direction to all activities of the Association, the Executive Board and all standing, discretionary, and ad hoc committees.
2. Represents AASFAA in the Executive Board meetings of the Southern Association of Student Financial Aid Administrators, Inc., (SASFAA).
3. Appoints all committee chairpersons and committee members, upon the recommendation of the committee chairpersons, and subject to the approval of the Executive Board.
4. Serves as an ex-officio member of all committees.
5. Approves expenditures and has authority to pay bills in accordance with payment guidelines in Section 6.3.
6. Submits a written annual report on the year's activities to Association members.

5.2.1 Additional Expectations

To be written.

5.3 President-Elect

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

1. Serves as the alternate representative to the SASFAA Executive Board of Directors.
2. Reviews the Policy and Procedures Manual and makes recommendations for changes to the Executive Board or the appropriate committee.
3. Advises and counsels the President as needed.
4. Selects committee chairpersons and members prior to the transitional Board meeting using a volunteer form distributed to members or sent to members electronically.
5. Consults with the Executive Board and Budget Chairperson in developing future initiatives.
6. Recommends to the incoming president persons to serve on the Conference Committee.
7. Performs other duties as requested by the President.

5.3.1 Additional Expectations

To be written.

5.4 Vice President

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

1. Plans and coordinates the new aid officers' workshops, including curriculum development, recruitment of faculty, and advertising.
2. Coordinates other new aid officer and advanced level seminars and selects instructional faculty and training sites.
3. In the absence of the President, serves with the powers and performs the duties of the President.
4. Serves as Chairperson of the Professional Development Committee.
5. Performs other duties as requested by the President.

5.4.1 Additional Expectations

To be written.

5.5 Treasurer

The Treasurer is elected to serve for a two-year period including one year as Treasurer-Elect and the second year as Treasurer. The Treasurer oversees and manages the Association's financial matters. Additional responsibilities include:

1. Receives and disburses monies of the Association.
2. Maintains adequate and appropriate records of receipts and expenditures.
3. Pays the bills of the Association within thirty (30) days of authorization.
4. Co-signs with the Budget Committee Chair or President all payments over \$2,500.
5. Receives meeting registrations and membership dues.
6. Submits financial reports to the Executive Board at each meeting and the annual business meetings.
7. Prepares annual year-end financial statements as of June 30.
8. Arranges in coordination with the Budget Chairperson for an annual independent review of the financial records.
9. Files IRS form 990 for the fiscal year, and all financial reports in a proper and timely manner.
10. Sets up master accounts and obtains credit for the Association as appropriate.
11. Rents a safe deposit box at Association expense to provide safekeeping for certificates of deposits, computer disc copies of records, and other documents valuable to the Association.
12. Performs other duties as requested by the President.

5.5.1 Additional Expectations

1. Communicates with the President on a regular basis the financial standing of the association.
2. Provides the President and Treasurer-Elect with a copy of the association's financial record as contained in Quicken on a regular basis, monthly if possible.

3. Changes the passwords on the Quicken program and Regions online bank account annually.
4. Changes the mailing address on all association accounts to be that of the new Treasurer on an annual basis, including but not limited to:
 - a. Platinum PLUS for Business credit cards of President and President-Elect.
 - b. Regions Bank for checking and Certificates of Deposit
 - c. The Hartford Insurance Company
 - d. Jinright-Turner Insurance and Bonds, Inc.
 - e. Jackson-Thornton Certified Public Accountants
5. Organizes the onsite registration at the association's annual conferences.
6. Communicates to the Local Arrangements Chairpersons registrations received for annual conferences, meal counts, and other information collected on the conference registration form.
7. Works closely with the Sponsorship Chairperson to maintain an ongoing record of invoiced sponsorships.
8. Communicates on a regular basis to the Membership Chairperson the paid status of members' annual dues.
9. Provides the Nominations and Elections Committee Chairperson a voter list consisting of paid members for use at the spring election.
10. Provides the Scholarship Coordinator with a list of schools with member representation at the spring conference for the annual selection of AASFAA Scholarship recipients.
11. Monitors submission of scholarship invoice forms from colleges and universities the scholarship recipients will attend and pays the scholarship funds upon receipt of the invoice.
12. Manages renewal of the association's Certificates of Deposit, seeking optimum return on the investments.

5.6 Secretary

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

1. Facilitates meeting arrangements, including lodging, meal functions and meeting rooms for Executive Board meetings.

2. Records and distributes the proceedings of the Executive Board and general business meetings.
3. Serves on the By-Laws Committee, which annually conducts a review and recommends changes to the By-Laws to the Executive Board.
4. Reviews, updates and maintains the Policy and Procedure Manual.
5. Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.
6. Orders and distributes the Association's official stationery.
7. In advance of Board meetings, prepares and distributes agendas.
8. Sends appropriate cards and gifts to members and colleagues on behalf of the Association.
9. Maintains the AASFAA gavel, banner, ballot boxes and seal.
10. Performs other duties as requested by the President.

5.6.1 Additional Expectations

To be written.

5.7 Immediate Past President

The Immediate Past-President assists the President and serves as Chairperson of both the Nominations and Elections Committee and the Awards and Recognition Committee. In this capacity, the Past President:

1. Presents a slate of candidates in accordance with the election schedule or calendar, for President-Elect, Secretary, Treasurer-Elect, and Vice President to the Executive Board.
2. Solicits nominations for Association awards and presents the Awards and Recognition Committee recommendations to the Executive Board.
3. Performs the duties of the President in the absence of both the President and Vice President.
4. Serves as Parliamentarian to the Executive Board.
5. Performs other duties as requested by the President.

5.7.1 Additional Expectations

1. The Past President is expected to serve on the SASFAA Nominations and Elections committee.
2. Previous winners of the M. Cecil Padgett Outstanding Achievement Award vote to determine the winners of the Association's Padgett and Buchanan awards. The Past President is expected to make an effort to contact all previous Padgett recipients who are still active in the Association to inform them of the current nominees, and to solicit their input in the process of naming the current recipient.
3. The Past President is expected to serve as an example of professionalism and mentor to the newer members of the Association.