



# Alabama Association of Student Financial Aid Administrators

2014-2015 AASFAA EXECUTIVE BOARD AND COMMITTEE REPORTS

EXECUTIVE BOARD POSITION/COMMITTEE NAME: Policies & Procedures

NAME: Dr Wall

DATE: March 26, 2015

## **Summary of Activity (include relationship to goal, bylaw or p&p, if applicable):**

Today I mailed to Stephanie my review of our current Policies and Procedures and submitted proposed changes and recommendations needed to reflect our current business practices.

Stephanie highlighted some areas for me to review and I have submitted to her some proposed changes that will update and streamline our operating procedures and reflect our expanded use of technology.

Among the updates I recommend are:

- Including a section on expectations of the President-Elect. Currently, this section is not included in our manual.
- Revising the information on service awards to allow for recognition for every five years of service, beginning with the 5<sup>th</sup> year.
- Correcting the listings of past presidents, and past award recipients, as the listings were convoluted when printed.
- Adding a section on the process for determining the institutions selected to receive AASFAA scholarships.
- Recommending the Treasurer-Elect be designated as the officer responsible for monitoring the institutions selected to receive AASFAA scholarship to ensure that funds are requested by the end of the calendar year in which the scholarships are awarded.

Our policies and procedures are a fluid manual that should be reviewed annually to ensure they reflect the operational needs of the organization and are not in conflict with the By-Laws. We owe Stephanie a major debt of gratitude for the time and energy she has expended to ensure that the revisions the committee recommended last year were incorporated into the document now included on our website.

It is a time-consuming process to ensure the manual is updated, but it more time-consuming when revisions are not made on a regular basis.

Thank you for the opportunity to serve as chairman of this committee again this year.

*William H. Wall*

Chairman