



# Alabama Association of Student Financial Aid Administrators

2014-2015 AASFAA EXECUTIVE BOARD AND COMMITTEE REPORTS

EXECUTIVE BOARD POSITION/COMMITTEE NAME: Vice President

NAME: Betty Edwards

DATE: April 15, 2015

## **Summary of Activity (include relationship to Goal, Bylaw or P&P, if applicable)**

### **1. AASFAA Bylaws Article IV – Duties of the Officers, Section C – The Vice President**

**Item #5** - Serve as state representative to SASFAA's Membership Committee, and

**Item #6** - Serve as state coordinator to NASFAA's Membership Committee should be **DELETED** as duties performed by the Vice President.

As a result of this deletion, **Item #7** - Perform all duties of the President in the event of a vacancy in that office should be renumbered as **Item#5**.

## **Action Items (New business or Unfinished business):**

**Unfinished business:** Currently, the Executive Board is reviewing the current Bylaws and Policy and Procedures Manual. As a result of this review, it is my recommendation that the deletion of the two items listed above should be voted on by the Executive Board and the results included in the updating of the AASFAA Bylaws.

## **Policy & Procedure: Changes/ Updates/Recommendations:**

### **Section 5 – Duties and Responsibilities of the Executive Board and Other Officers**

#### **5.4 Vice President:**

**Recommend change for Item#5 – Performs other duties as requested by the President to:**

**Performs other AASFAA duties as requested by the President.**

**5.4.1 Additional Expectations:** Submits updates to the Electronic Services/Webmaster Committee Chair for the aasfaaonline.org calendar to include all AASFAA, SASFAA, NASFAA and other opportunities available to the membership.

**Recommendation:** Delete 5.4.1 since these tasks get handled throughout the year by several AASFAA Officers not just the Vice President.