

## **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 an electronic or written report at or before 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 (time and/or 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., (SASF AA) and attends all meetings as part of the SASF AA Executive Board.
3. Appoints all committee chairpersons for the specific year.
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**

1. Provides the updated list of officers and committee chairs to the Electronic Services/Webmaster Chairperson to update the website no later than July 31<sup>st</sup>.
2. Reviews the website, aasfaaonline.org for accuracy.
3. Sends a welcome email or written note to new members on the behalf of AASFAA.

### **5.2.2 Additional Expectations Continued**

1. Coordinates the use of complimentary hotel rooms and/or rooms paid for by the Association with the Conference Chairperson. Complimentary rooms may be provided in the following descending order depending upon availability of site contract and funding:
  - a. President
  - b. Keynote Speakers and/or Guests
  - c. SASF AA representative(s)
  - d. Local Arrangements Chair

- e. Conference Chair
- f. Treasurer
- g. Membership Chair
- h. Treasurer Elect
- i. President Elect
- j. Secretary
- k. Past President
- l. Sponsorship Chair

### 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. Sits beside the President at Executive Board meetings.
2. Becomes familiar with meeting agendas.
3. Keeps a copy of Roberts Rules of Order with him/her during business meetings.
4. Plans goals for the following year (when he/she is President of the Association).
5. Ensures that sites presented to the Executive Board meet all Association requirements.
6. Orders and presents plaques of appreciation to outgoing President at annual spring business meeting.
7. Serves as an ex-officio member of the Conference Committee.
8. Selects his/her Conference Chair to serve on and lead the Conference Committee to shadow the current President's Conference Chair.
9. Travel to the SASFAA President Elect Workshop at the SASFAA Annual Conference in February, with expenses paid by AASFSA for hotel, travel and meals in accordance with AASFSA Policy.
10. Travel to the SASFAA Transition Meeting in June of his/her transition year, with expenses not covered by SASFAA paid by AASFSA, to be in accordance with AASFSA policy.
11. In the President's absence, attends all SASFAA Executive Board meetings as AASFSA's alternative representative.
12. Provides and reviews volunteer forms to the membership (electronic or paper).
13. Conducts conference/workshop/training evaluations by session, conference, etc. in order to make informed decisions for the upcoming year (electronic or paper).
14. Performs other duties as requested by the President.
15. Observes the President.
16. Selects committee chairs for the following year, and asks the President to allow them to serve on current year committees as appropriate.

17. Considers what, if any, roles he/she might ask members who run for elected office but who are defeated to serve during his/her year as president.
18. Discusses issues with the President prior to the meeting, in anticipation of questions, etc. from board members or members of the Association.
19. Reviews the AASFAA Policy and Procedure Manual and [aasfaaonline.org](http://aasfaaonline.org) and make recommendations for changes to the Executive Board or the appropriate committee.
20. Attends the NASFAA Leadership Conference or other Leadership Symposiums as deemed by the Executive Board.

### **5.3.1 Additional Expectations**

Works closely with the Vice President to plan and conduct Association workshops, conference evaluations and volunteer recruitment efforts for Association events.

## **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**

1. Submits updates to the Electronic Services/Webmaster Committee Chair for the [aasfaaonline.org](http://aasfaaonline.org) calendar to include all AASFAA, SASFAA, NASFAA and other training opportunities available to the membership.
2. Works closely with the President Elect to plan and conduct Association workshops, conference evaluations and volunteer recruitment efforts for Association events.

## **5.5 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. Reconciles and presents any outstanding payments from AASF AA events to the Board annually at Transitional Meetings for resolution.
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 new Treasurer name to all association accounts 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
  - f. PO Box 382496, Birmingham, AL 35258-2496
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 Scholarship Coordinator with a list of schools with member representation at the spring conference for the annual selection of AASFAA Scholarship recipients.
10. 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.
11. 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 Bylaws Committee, which annually conducts a review and recommends changes to the Bylaws to the Executive Board.
4. Works closely with the Bylaws and Policies and Procedures Committee to review, update and maintain the Policies and Procedures Manual.
5. Reviews, updates and maintains the Organization Chart.
6. Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.
7. Orders and distributes the Association's official stationery.
8. In advance of Board meetings, prepares and distributes agendas.
9. Sends appropriate cards and gifts to members and colleagues on behalf of the Association.
10. Maintains the AASFAA gavel, banner, and seal (if purchased).
11. Performs other duties as requested by the President.

#### **5.6.1 Additional Expectations**

1. Ensures all minutes are available on the website, [aasfaaonline.org](http://aasfaaonline.org), no later than 30 days of the meeting or 30 days after June 30<sup>th</sup>.

#### **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 Immediate 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 from the Association's current membership for Association awards and presents the Awards and Recognition Committee

recommendations to the Executive Board, unless committee members request names to be kept confidential until announced at the awards ceremony.

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.

#### **5.8 Treasurer Elect**

The Treasurer Elect is expected to serve:

1. As an assistant to the Treasurer and learn the duties and responsibilities expected of the Treasurer.
2. Is expected to compile the names of the institutions selected to receive the AASFAA Legacy Scholarships and follow-up with the institutions to ensure scholarship funds are requested in a timely manner.
3. Other duties as assigned by the Treasurer, President or Board of Directors.

#### **5.8.1 Additional Expectations**

1. The Treasurer Elect is expected to report to the Executive Board the status of the scholarship awards made during his/her term of office.