

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.

6. Duties and Responsibilities of Committees and Liaisons

The committee chairpersons work in conjunction with the President to select committee members considering experience, ethnicity, sector interests and gender for approval at the first Executive Board meeting of the new fiscal year. Other committee members may be recommended for approval by the Executive Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

1. Develop goals and objectives in keeping with committee/liaison charges, and the Bylaws.
2. Submit articles to the newsletter/blog editor and submit updates of activities to the web master for publication on the website.
3. Prepare written reports and submit action items for each Executive Board meeting.
4. Submit by May 15 an end-of-the-year report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.
5. Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with Association guidelines.
6. Establish a listserv, as appropriate, to foster electronic communications among members.
7. Forward to their successors all pertinent records and reports by August 1. In the event of a committee chairperson's resignation or removal from office, all of his/her records must be submitted to his/her successor or to the Association Secretary, as appropriate, within 30 days.
8. Perform other duties as requested by the President and provide copies of correspondence to the President.

6.1 Committees

Committees, comprised of members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as "standing" committees of the Association while other "discretionary" committees may be established to accomplish special functions that may not continue from one administration to the next.

Unless specified otherwise, committee appointments shall be made by the President and approved by the Executive Board in such a manner as to maximize continuity of

Association functions. This may be accomplished by, but is not restricted to, selecting committee chairpersons who have experience relative to the defined responsibilities of the committee.

6.1.1 Standing Committees

A standing committee is one that the Executive Board has recognized as essential to the function of the Association and is maintained from one administration to the next. Specific duties and responsibilities of each standing committee are outlined in the following sections of this Manual. Standing committees include the following:

- Awards and Recognition
- Budget
- Bylaws
- Communications/Newsletter
- Conference
- Diversity
- Financial Review
- Legislative Relations
- Long Range Planning/Governance
- Membership
- Nominations and Elections
- Policies and Procedures
- Professional Development
- Publications and Public Relations/Photographer
- Scholarship
- Webmaster/Electronic Services

6.1.2 Discretionary Committees and Liaisons

Discretionary committees and liaisons are those appointments which the Executive Board recognize as being necessary to fulfill distinct needs of the Association. However, the President has the discretion whether to activate these committees from one administration to the next. The President, with the approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.

Such committees have the same general responsibilities to the Executive Board and the membership of the Association as standing committees. Specific duties and responsibilities of discretionary committees and liaisons are outlined in the following sections of this Manual.

Discretionary committees and liaisons generally include the following:

- Archives Chairperson

Site Selection

Sponsorship

State Agency Liaison

Alabama Community College System Liaison

Special Concerns Committee (The following sectors may be included but are not limited to two year, four year, proprietary, private, public, rural, undergraduate, graduate, graduate professional, Historical Black Colleges and Universities (HBCU) and other sectors as needed.)

Special Projects Committee

6.1.3 Special Ad Hoc Committees

At the discretion of the President and/or the Executive Board, certain ad hoc committees may be established to address special, short-term projects. In contrast to discretionary committees, and given the primary purpose of these committees, it is unlikely that these committees will continue beyond one year.

6.2 Archives Chairperson (a discretionary appointment)

The Archives Chairperson is responsible for receiving, recording, storing, and reporting materials and documents of historical significance and usefulness to the Association. It is preferable for Association archives to remain at a designated location for an extended period of time, rather than having archival materials shifted to a different location each year. As of July 1, 2014, the archives are located at Lurleen B. Wallace Community College.

6.3 Awards and Recognition

The members of the Committee shall be active members who are recipients of either the Padgett Outstanding Achievement Award or the Buchanan Distinguished Service Award given by the Association. The Immediate Past President chairs the Committee, but may designate another past president who has received either the Padgett Award or the Buchanan Award to serve in this position. The Committee recommends individuals for the outstanding achievement, distinguished service, and honorary membership awards. In this capacity, the committee:

1. Solicits nominations from the Association's current membership for recognition of outstanding, significant and meritorious contributions to the advancement of student financial aid.
2. Makes recommendations to the Executive Board unless committee members request names be kept confidential until announced at the awards ceremony.
3. Provides appropriate plaques to be presented to the recipients at an annual conference, including honorary membership when the recipient ceases to meet active membership eligibility requirements.

6.4 Budget

The Budget Committee develops and recommends financial management strategies to ensure the fiscal integrity of the Association. To achieve these goals, the Budget Committee:

1. By the July/August Executive Board meeting, prepares the fiscal budget in collaboration with the President and Treasurer.
2. Recommends Conference Committee budgets which shall include costs for local arrangements functions.
3. Monitors expenditures, analyzes cash flow trends, and advises the Executive Board regarding short-term investments.
4. With the Treasurer, conducts quarterly reviews of cash balances and expenses and makes appropriate recommendations.
5. Recommends budget adjustments as appropriate to stay within budget guidelines.
6. Reviews all contract proposals and makes recommendations to the President.
7. Stays abreast of tax laws that affect the Association.
8. Reviews and recommends annually with the Sponsorship Chairperson the rates for advertisements, including applicable discounts. The Budget Committee Chairperson shall co-sign with the Treasurer or President all payments over \$2,500 if either the Treasurer or President is unavailable.

6.5 Bylaws

The Bylaws Committee reviews the Bylaws governing the Association, and the Bylaws Committee Chair makes recommendations as to the necessary Bylaw changes to the Executive Board. The Secretary of the Association shall serve as a member of the Bylaws Committee. Any recommended changes by the Bylaws Committee, approved by the Board, must go before the full membership of the Association for final adoption.

6.6 Communications/Newsletter/Blog

6.6.1 Communications

The Communications/Newsletter Committee explores ways to enhance the internal and external communications of the Association using a variety of media from paper to electronic formats. In this capacity the Committee:

1. Provides guidance for the development, maintenance and enhancement of the AASF AA website.
2. Encourages development and utilization of cost-efficient, timely means of communication, including the web, listservs and e-mail by the Executive Board, committees and the membership.
3. Provides guidance and suggestions to the Executive Board and committee chairpersons on ways to improve communications with the membership.
4. Periodically surveys the membership as to their needs and satisfaction with information provided by AASF AA, and solicits suggestions for improvement.
5. Periodically evaluates software options and makes recommendations to the Executive Board about the purchase of software which will enhance and facilitate communication and transmission of data between the Treasurer and Membership Chairperson and within and between committees. Such software applications may include, but are not limited to, word processing, database, spreadsheet, presentation and e-mail software.
6. Assists in the implementation of any long range plan recommendations concerning communications that are deemed appropriate by the Executive Board and the President.
7. Provides an annual report of committee activities to the Executive Board and the President for inclusion in the Association's annual report.
8. Develops and monitors contingency plans to transfer listserv and website management to other locations.

Presently, AASF AA maintains the following listserv addresses for member use:

AASF AA-list for current AASF AA Membership

6.6.2 Newsletter/Blog

The newsletter/blog editor provides periodic reports on activities and issues that affect the Association's membership. To disseminate information, the editor may use any electronic method of communication. If a newsletter is distributed, typically four issues are produced, with distribution set for October, December, April and June.

6.6.2.a. To produce the newsletter, the editor:

1. Edits articles for accuracy, quality and appropriate length and incorporates photographs and graphics when needed.
2. Coordinates newsletter advertising with the Sponsorship Chairperson and assists in projecting revenues for the Budget Committee.
3. Forwards links to the regional association President and President Elect.
4. Reviews and recommends annually with the Budget Chairperson the rates for advertisements -- including applicable discounts.

6.6.2.b. To produce the blog, the editor will correspond with Electronic Services Chair to obtain credentials to submit blog posts via the AASFAA website.

6.7 Conference

The Conference Committee plans the Association's workshop and annual conference that includes training, professional development and networking activities. To achieve these duties, the Committee:

1. Coordinates conference activities with the Sponsorship, Professional Development, Budget, Membership, and Local Arrangements committees.
2. Solicits proposals to develop general and interest sessions and secures speakers which appeal to the various sectors and experience levels of the membership.
3. Reviews evaluations from prior conferences to assess interests and needs for appropriate adjustments for current conference plans.
4. Plans as necessary, pre-conference or post-conference workshops and seminars which address the needs of different segments of the membership.
5. Assists in developing the conference budget and adheres to the approved budget.
6. Secures volunteers to help perform the duties of the Committee.
7. Maintains all related correspondence and materials and conducts a conference evaluation in conjunction with the President Elect for the future Conference Chairperson.
8. Provides news articles and promotional materials for the newsletter, conference mailings, blog, and/or the AASFAA listserv and website.
9. Reports on activities to the electronic services chair and presents reports to the Executive Board.
10. Considers alternatives for locations for planning meetings whenever possible to keep costs at the most reasonable level.
11. Provides a list of approved conference activities/entertainment to the Sponsorship Chairperson.
12. Works with Electronic Services and the Executive Board to test registration links.
13. Coordinates all technology needed for all conferences and workshops.

6.7.a. The Conference Chair as nominated by the President will choose a

committee based on the President's recommendations and volunteer forms. The committee should include:

- i.i. the President Elect's nomination for Conference Chair for the next year
- i.ii. the President and President Elect as ex-officio members
- i.iii. Local Arrangements Chair
- i.iv. Sponsorship Chair
- i.v. Diversity/Charity Chair
- i.vi. Electronic Services Chair
- i.vii. Membership Chair

6.7.b. The Conference Chair will ensure that the following is included in the planning:

- i. Organization of program and speakers
- ii. Complimentary rooms as deemed by the President are booked with the hotel (example: President, special guests, etc.)
- iii. Notify the Treasurer of any complimentary registration fees as deemed by the President
- iv. Work with the hotel/banquet/meeting space representative(s)
- v. Review the Banquet Event Orders (BEO) prior to the conference and as necessary during the conference
- vi. Decoration
- vii. Special events
- viii. Space for sponsors
- ix. Meeting space
- x. Meals
- xi. Coordinate with Electronic Services for training materials to be added to the web
- xii. Coordinate with Electronic services testing of registration
- xiii. Coordinate with speakers/guests for audio visual needs
- xiv. Coordinates the hospitality suite with the Local Arrangements Chair
- xv. Coordinates transportation or other services, when needed, of guests with Local Arrangements Chair

6.8 Diversity

The Diversity Committee explores ways to enhance the participation of all sectors and members in Association programs, activities, and services. To promote this objective, the Committee:

1. Provides recommendations to the Conference Committee for ways to promote diversity in annual Association programs.
2. Provides recommendations to the Executive Board for ways to promote diversity in Association activities and services.

3. The Diversity Committee is responsible for the nomination of the charity and fundraising event for the Spring Conference. The Committee should provide the name of their suggested charity to the Executive Board for approval.

6.9 Financial Reviews

The Financial Review Committee oversees and monitors financial management operations annually to ensure fiscal integrity of the Association. To achieve these goals, the Financial Review Committee:

1. Reviews all expenditures and advises the Budget Committee and the Executive Board of any activities that could impact the fiscal integrity of the Association
2. Monitors the financial management strategies recommended by the Budget Committee.

6.10 Governance

The Governance Committee evaluates and monitors the progress of the Association toward meeting its long range plans and makes recommendations to the Executive Board regarding future goals and objectives. In addition, the Committee:

1. Reviews, evaluates and reports long-range planning objectives and committee findings at the transitional Board meeting, and subsequently with the membership.
2. Maintains a historical record of all modifications, deletions and additions to the long-range plan in a structured and consistent format for future assessment of compliance.
3. May establish a Committee listserv and provides updates and evaluations of the long-range plan in the newsletter and on the website.
4. Makes recommendations to the President.

6.11 Legislative Relations

The Legislative Relations Committee reviews, analyzes, evaluates and prepares responses to federal and state regulatory, legislative and funding issues. This committee:

1. Includes representation of all sectors by institutional control type.
2. Advises members and the Executive Board of federal and state regulatory and legislative issues.

3. Establishes information linkages with national and state representatives.
4. Develops timelines to respond to legislative or regulatory proposals.
5. Drafts correspondence, prepares position papers, drafts surveys, and provides testimonies for the President.
6. Plans interest sessions in collaboration with the Conference Committee on legislative issues, such as reauthorization, at the conferences.
7. Committee chair or designee, as approved by the President, to represent AASFAA at regional and/or national hill visits as funding allows.

6.12 Local Arrangements

The Local Arrangements Committee assists the Conference Committee in hosting a conference. To accomplish this task, the Committee:

1. Coordinates conference activities with the Conference Committee.
2. Provides on-site assistance for the conference.
3. Assists with the procurement of special amenities, such as transportation, flowers, gifts, and other services as needed.
4. Assists with testing of registration links.
5. Is responsible for the hospitality suite.

6.13 Long Range Planning

The Long Range Planning Committee works as one committee with the Governance Committee to assess future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Additionally, the Committee, along with the duties aforementioned for the Governance Committee:

1. Develops a strategic plan for continued leadership and fiscal integrity.
2. Ensures the plan is periodically evaluated and necessary adjustments are made.
3. Reviews annual year end reports to assess committee and Executive Board effectiveness in meeting goals and objectives, consistent with the mission of the Association.

4. Makes recommendations for changing or expanding services, activities and roles of the Association.
5. Makes observations regarding Association trends.
6. Gathers relevant data and information from the membership, Executive Board, and other relevant organizations and associations to identify potential internal or external threats to the Association.
7. Periodically reviews and assesses the Association's mission statement for change.

6.14 Membership

Using software provided by the aasfaaonline.org, the Membership Committee maintains an accurate and up-to-date database listing of members. This database should contain the following information:

1. first name, middle initial, last name and title;
2. mailing address (street, city, state and zip code);
3. institution, government agency, or organization;
4. facsimile number;
5. telephone number;
6. institution type;
7. electronic mail address; and
8. date of initial membership, if known.

To help facilitate these duties, the Committee also:

1. Ensures the AASFAA Volunteer Form is online with the Membership Application.
2. Works with the webmaster to maintain the integrity of membership records and database.
3. Assists the Treasurer to test and develop the online membership forms and works with the Conference Chairperson to test and develop conference forms.
4. Welcomes new members to the association with a 'Welcome to AASFAA' email.

5. Assists the Treasurer with on-site registration at workshops and annual conferences.
6. Assists the Treasurer in identifying and removing duplicate membership applications.
7. Assists the Treasurer in identifying and contacting unpaid membership applications in order to assist the Treasurer in reconciling and presenting any outstanding payments from AASFAA events to the Board annually at Transitional Meetings for resolution.
8. Ensures that only paid memberships are allowed to vote electronically.

6.15 Nominations and Elections

The Nominations and Elections Committee, chaired by the Immediate Past President, presents a slate of candidates who meet the criteria for the offices of President Elect, Secretary, Treasurer Elect, and Vice President and solicits the names of individuals to be considered for honorary membership.

Honorary membership nominations also can be made by any voting member of the Executive Board.

The Committee coordinates and conducts the annual elections in accordance with procedures in Section 6.15.3.

6.15.1 Nominations

Prior to the Board meeting that immediately precedes the annual spring conference (generally February); the Nominations and Elections Committee must determine who will be recommended as candidates for offices for the upcoming year. To obtain recommendations from the membership, the committee shall solicit nominations in advance of this meeting. Nominations must be presented to the chairperson. Nominations must be submitted no less than forty-five (45) days prior to the date of elections. Solicitation may occur via email, the newsletter, or through a separate mailing to the active membership no later than sixty (60) days prior to the spring conference.

The Chairperson sets the date, time and place for a meeting of the Committee. Normally, the meeting is held at a time and location convenient to most Committee members.

The Committee shall present no more than a dual slate for each office if at least two qualified, consenting nominees are presented to the Committee. The chairperson shall submit candidates' biographical and other pertinent data to the

AASF AA webmaster. Also, notice shall be given on the AASF AA website that any member wishing to present a nomination during the voting process may do so in the 'write in' nomination on the electronic ballot. The 'write in' nominations on the electronic ballot will serve as the 'Nominations from the Floor' during the annual spring conference.

The Chairperson shall prepare and present to the Board a written report that includes the proposed slate, the rules adopted by the Committee, members present at the Committee meeting, and recommendations for consideration for future Committee meetings. This is typically reported to the Executive Board at the meeting in February.

6.15.2 Restrictions on Campaigning

The intent of these guidelines is to provide equal opportunity for all candidates and to reduce the costs of campaigning for AASF AA offices.

Each candidate will be featured on the AASF AA website at least thirty days prior to the annual spring conference. Each candidate will be asked to provide a photograph and obtain a copyright release so the picture can be used for AASF AA election purposes. Each candidate will be allowed a maximum of 500 words total for a resume and a statement of candidacy. This information shall be posted on the AASF AA website.

Each candidate will be introduced at the initial business session of the annual spring conference.

Candidates are not permitted to distribute campaign paraphernalia such as buttons, pins, ribbons, stick-ons, and printed sheets and cards.

No hospitality suites are to be held in support of the candidacy of any individual.

No mass solicitation to the AASF AA membership (excluding the AASF AA newsletter and website feature) via telephone or email, including the AASF AA list serv, shall be made by or on behalf of a candidate prior to or at the spring conference.

No campaigning will be permitted in the immediate vicinity of the polls.

6.15.3 Elections

The chairperson shall submit its recommendation of candidates to the Executive Board sufficiently in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the date of elections.

The general election shall be held electronically prior to and during the annual spring conference. A business meeting shall be scheduled early in the conference at which time the slate of candidates approved by the Executive Board and/or the membership will be presented.

All candidates shall be introduced to the membership at the opening business meeting. Upon approval by the Executive Board, candidates may be permitted to address the membership in no more than 3 minutes.

A polling place or person may be designated for the electronic voting during the annual spring conference. AASF AA members will, after verification of membership status, be provided an opportunity to vote. If a polling place is established, it shall be staffed continuously during the prescribed time by members or designees of the Nominations and Elections Committee.

Electronic voting will remain open during the annual spring conference until 10:00 am on the day following the initial business meeting session at which the candidates are introduced.

A polling person will be available during the above prescribed time by members or designees of the Nominations and Elections Committee.

The Nominations and Elections Chairperson shall report the results of the election at a business session following completion of voting. Prior to that time, however, the President and each candidate will be contacted and informed of the election results.

6.15.4 Special Elections

1. A special election shall be called by the Executive Board in the event of a vacancy in the office of President Elect.
2. In the event a vacancy occurs in the office of President Elect within sixty days of the annual conference, the election will be held during the Annual Conference.
3. The winner will be the person who received a majority (more than half) of the votes cast.
4. All voters must be active members at the time electronic ballots are distributed.
5. Within ten calendar days following the balloting deadline, the chairperson of the Nominations and Elections Committee shall notify the President of the results of any special election.

6. The President shall notify the membership of the election results either through special communication or in the newsletter.

6.15.5 Run-Off Elections

In the event a candidate does not receive more than fifty percent (50%) of the votes cast for that office, there will be a run-off election between the two candidates with the most votes. Balloting shall take place as soon as practical following determination that a runoff election is necessary. The election shall be conducted as described in 6.15.3.

The President shall notify the membership of the election results through special communication or in the newsletter.

6.16 Policies and Procedures

The Policies and Procedures Committee reviews the Policies and Procedures governing the Association, and the Policies and Procedures Committee Chair, members of the Policies and Procedures Committee or any other member of the AASFAA Board, to include committee chairs or officers make recommendations as to the necessary Policies and Procedures changes to the Executive Board. The Secretary of the Association shall serve as a member of the Policies and Procedures Committee.

6.17 Professional Development

The Vice President serves as chairperson of the Professional Development Committee. The Committee plans, develops and conducts training activities that contribute to the competency and professional advancement of financial aid professionals. To accomplish its goals, the Committee:

1. Researches and studies developments and trends in the financial aid field to make recommendations to the Executive Board on professional development needs.
2. Develops materials, obtains sponsorship (through coordination with the sponsorship chairperson), and conducts training and professional advancement programs to meet the needs of the membership.
3. Identifies locations and develops schedules for training activities.
4. Constructs a preliminary budget proposal with assistance from the Budget Chairperson.
5. Coordinates new aid officers' workshops at the annual conferences.

6.18 Public Relations/Photographer

The Public Relations/Photographer is responsible for taking, displaying, and distributing photographs of Association functions, especially the annual conferences. Generally, the photographer will take digital photos and provide the webmaster with photos to be placed on the AASFAA website and AASFAA Facebook page. In addition to the electronic copies, printed copies may be required for distribution to the media and for use by Association officers and committees upon request. The Association currently reimburses the Photographer for expenses related to the taking of photos at official Association functions.

6.19 Scholarship Chairperson

It is the responsibility of the Scholarship Chairperson to ensure that:

1. The institutions the scholarship recipients will attend are determined and announced at the annual spring conference. The procedure for selecting the institutions the selected scholarship recipients will attend can be found as Attachment 6.19.1.
2. Institutional representatives from colleges and universities the scholarship recipients will attend are provided congratulatory letters and Legacy Scholarship brochures for each scholarship recipient.
 - a. A copy of the letters for financial aid administrators is included in Attachment 6.19.2.a.
 - b. A copy of the letter for the Shirley Speer Scholarship recipient is included in Attachment 6.19.2.b.
 - c. A copy of the letter for the Floyd Johnston Scholarship recipient is included in Attachment 6.19.2.c.
 - d. A copy of the letter for the Bill Gentry Scholarship recipient is included in Attachment 6.19.2.d.
 - e. A copy of the letter for the Theresa Duke Scholarship recipient is included in Attachment 6.19.2.e.
 - f. A copy of the letter for the William H. Wall Scholarship recipient is included in Attachment 6.19.2.f.
3. Institutional representatives from colleges and universities the recipients will attend are provided a sample invoice form for the institutional representative to request scholarship payment by the AASFAA Treasurer. A sample invoice form can be found as Attachment 6.19.3.

6.19.1 Scholarship Selection Procedure

The Scholarship Chairperson will follow these procedures outlined in Attachment 6.19.1 to select institutions to receive the Legacy Scholarships:

1. Following the close of registration on the second day of the annual spring conference, the Scholarship Chairperson will meet with the Treasurer and Membership Chairman to obtain an electronic list of attendees by Alabama college or university.
2. An Alabama college or university will only be selected once, listed once in the drawing, in order to give institutions an opportunity for selection.
3. In the presence of either the Treasurer or the Treasurer Elect, the Scholarship Chairperson will conduct a random drawing of institutions.
4. Scholarship selection will be made in the following order:
 - a.i. Shirley Speer Scholarship
 - a.ii. Floyd Johnston Scholarship
 - a.iii. Bill Gentry Scholarship
 - a.iv. Theresa Duke Scholarship
 - a.v. William H. Wall Scholarship
5. The Scholarship Chairperson will notify the President of the institutions selected to receive each scholarship. Names of the winning institutions will be announced by the President during the Awards Banquet.
6. The Scholarship Chairperson will provide the President an envelope for presentation to a representative from each institution receiving a scholarship. Each envelope should contain the following items:
 - i. 2 copies of AASFAA's Legacy Scholarship Brochure (one to provide to the scholarship recipient at the institution, and one for information for the financial aid administrator.
 - ii. Information about requesting the scholarship funds from the AASFAA Treasurer

A sample invoice form to request the scholarship funds is found as Attachment 6.19.3.

6.20 Site Selection (a discretionary appointment)

The Site Selection Committee evaluates and recommends locations for future annual conferences and other meetings. The Committee:

1. Visits viable sites and evaluates them using the AASF AA site facility guideline and hotel checklist (see sections 6.20.1 and 6.20.2 for additional information pertaining to site selection procedures and facility guidelines, respectively.)
2. Provides to the Executive Board a site report with a recommendation and tentative contract for a future site.
3. Works to secure final contracts for the President's signature.
4. Assists the President and other committee chairpersons with the identification of meeting locations, as requested.

6.20.1 Conference Site Selection Guidelines

To be considered as a possible host site for an AASF AA conference, a facility must have the following minimum physical capabilities:

1. Capable of committing 100 rooms for lodging with an overflow hotel nearby for another 50 rooms, if necessary.
2. Have four to five (4-5) break-out rooms for group meetings. Must have total seating capacity of 200.
3. Banquet facilities for 200-300 people.
4. Theater style seating for 200 people for a general session.
5. Display space for 15 - 20 vendors with 8' X 10' booths or 6 foot tables.

Questions should be referred to the Site Selection Chairperson.

6.21 Sponsorship Chairperson (a discretionary appointment)

A sponsor is a company or organization whose activities either support or are closely related to those of the financial aid community and who provides resources to be used by AASF AA in accordance with the purposes of the Association. Sponsors may promote their products and services for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chairperson.

The Sponsorship Chairperson conducts all solicitations for advertising, exhibitor space, direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the Chairperson:

1. Develops materials, brochures, emails and notifications for potential contributors.
2. Identifies activities and events for sponsorship opportunities including directory advertisements, the annual conference, new aid officer workshops and other training events and Executive Board meetings.
3. Prepares and emails solicitations of sponsorship opportunities to potential sponsors.
4. Serves as the liaison to the Conference Committee for sponsorship needs and effective use of exhibitor spaces.
5. Publicly recognizes the contributions of all sponsors.
6. Reviews and recommends annually with assistance from the Budget Chairperson (or Treasurer when there is no Budget Chairperson) the standard advertising rates as well as any discounts offered to sponsors.
7. Reviews the policies affecting sponsorship and makes recommendations when appropriate.
8. Designs the exhibitor floor plan for the conference.
9. Emails special instructions regarding exhibit space and storage of materials for exhibitors in advance of the conference.
10. Coordinates all vendor and sponsor activities.

6.21.1 Sponsorship of AASFAA Conferences/Workshops

1. AASFAA requests sponsorship for such items as refreshment breaks, meal functions, conference program printing, entertainment, and other costs associated with the annual conferences.
2. A sponsor who sponsored or supported an AASFAA event at the previous conference shall have the right of first refusal for that same item for the current year.
3. All sponsors will be recognized in the conference program for their contributions. To receive such recognition, a commitment for the sponsorship of the event must be made by the time the program is prepared for publishing.
4. All sponsors shall have an opportunity to provide a brief description about their organization to be published in the conference program.

5. A reception or some form of public recognition to honor the contributions of the sponsors, by category, will occur during the annual conference and will be coordinated by the President and/or the sponsorship and conference chairpersons.
6. Each exhibitor to the conference will be provided space and a display table at the conference, if so requested.
7. Each exhibitor will be expected to provide any special arrangements for display tables at the conference, including telephone, audio-visual equipment, extra electrical needs, etc.
8. All sponsors will be permitted to have promotional drawings as allowed by federal and state law and/or other marketing items to be given at their booths.
9. The sponsor's principal representative must specify the individuals in their organization who are to receive complimentary registration to the sponsorship chairperson in advance of the conference.
10. AASFAA recognizes and provides incentives for the following categories of sponsorship at conferences, based on the Tier Level of Sponsorship in Section 11.5 and found in Attachment 11.6.1.a and 11.6.2.a.

Individual Sponsorship Level contributions and rates may be found in Attachment 11.6.2.a. or may as a direct contribution to the Association or a special function paid directly by the patron, such as:

- Conference program printing
- Conference reception
- Conference support
- Major project

11. All vendors, sponsors, and patrons will be recognized for their contribution(s) in the conference program in pursuant with Section 11.6.
12. Contributions of sponsors will be made during each conference and recognition in the categories will be made by the President and the Sponsorship Chairperson of the conference.
13. Each sponsor to the conference will be provided a table at the conference if so requested in pursuant with Section 11.6.
14. All sponsors will be expected to provide any special arrangements for the display tables at the conference.

6.21.2 Sponsorship of Non-Conference Activities

1. Sponsorship may be sought to offset the costs of other Association costs, such as activities for other training workshops or events not held as a part of the annual conferences, or for the printing of publications.
2. Neither exhibit space nor complimentary registrations are provided to sponsors for their contributions to these events and activities. However, sponsors are recognized for their financial support of such activities as appropriate.

6.21.3 Additional Sponsorship Policies

1. All sponsored activities must be conducted through the Sponsorship Chairperson.

6.22 Postsecondary Education Liaison (a discretionary appointment)

The Alabama Community College System Liaison serves as the Association's resource on issues relating to the Alabama Department of Postsecondary Education. The Alabama Community College System Liaison shall be responsible for:

1. Soliciting from the Alabama Community College System information relating to Association programs and services.
2. Recommending to the President and/or the Executive Board issues that need to be addressed.

6.23 State Agency Liaison (a discretionary appointment)

The State Agency Liaison serves as the Association resource on issues relating to the Alabama Commission on Higher Education. The State Agency Liaison shall be responsible for:

1. Soliciting from the Alabama Commission on Higher Education information relating to Association programs and services.
2. Recommending to the President and/or the Executive Board issues that need to be addressed.

6.24 Webmaster/Electronic Services

The Webmaster is responsible for placing and updating information contained on the official Association website, aasfaaonline.org, as requested by officers, committee chairs, and liaisons.