



POLICY AND PROCEDURE MANUAL

Updated December 20, 2007

TABLE OF CONTENTS

INTRODUCTION	3		
MAFAA Statement of Purpose	3	Technology	41
MAFAA Mission Statement	3	SPECIAL PROGRAMMING	44
Policy and Procedure Manual	3	Leadership Symposium	44
MEMBERSHIP	4	Masters Leadership Program	46
Types of Membership	4	AD HOC COMMITTEES/TASK FORCES	49
Dues	4	RESOLUTIONS AND VOTING	49
ELECTED OFFICERS AND APPOINTED		AWARDS AND RECOGNITIONS	49
POSITIONS – JOB DESCRIPTIONS	5	MAFAA Awards	49
President	5	President’s Award	49
President-Elect	6	Distinguished Service Award	50
Vice-President	7	Executive Council Award	50
Past-President	8	Special Recognition Award	51
Secretary	9	Special Achievement Award	52
Treasurer	10	NASFAA Awards for States	52
Treasurer-Elect	11	FINANCIAL CONTROL	52
Sector Representative	12	Fiscal Year	52
Committee Chairperson	13	Fee Setting	52
Committee/Task Force Member	14	Fee Payment/Fee Refund Policy	53
Archivist	15	Appeals	47
Directory Coordinator	16	Financial Audit	53
Membership Coordinator	17	Checking Account	538
Newsletter Editor	18	Income Tax Filing	53
Research Coordinator	19	Investments	53
Site Selection Coordinator	20	Reserve Policy	53
Webmaster	21	Vendor Support	53
List Serve Coordinator	22	Reimbursement of Expense Policy	54
COMMITTEE and TASK FORCE GUIDELINES ²³		Use of Credit/Debit Cards Policy	54
Selection Timetable	23	Sample Agreement for Debit Card Use	49
Selection Procedures	23	POLITICAL INVOLVEMENT	54
Reimbursement Procedures	23	Statement on Political Involvement	54
Records Retention	23	TECHNOLOGY AND WEB SITE POLICY	55
STANDING COMMITTEE RESPONSIBILITIES ²⁴		Web Site	55
Conference Planning	25	List Service	56
Corporate Support	26	On-line Services for Members	56
Development	29	RELATIONSHIPS WITH VENDORS AND OTHER	
Early Awareness	30	ORGANIZATIONS	56
Financial Management (Sub-Committee)	32	RECORDS PROCEDURES	57
Futures	33	Statement on Maintaining Association Records	57
Government Issues	34	POLICIES FOR CONFERENCES,	
Inter-Agency	35	TRAINING AND WORKSHOPS	58
Loan Issues	36	MAFAA Free time Vs. Sponsored event	58
Nominations (Sub committee)	37	Complimentary Registration Fees	58
Professional Development and Training	38	APPENDIX	60
Public Relations	40		

[Membership/Directory Policy&Timeframe 42](#)

INTRODUCTION

MAFAA Statement of Purpose

The Minnesota Association of Financial Aid Administrators (MAFAA) is an association of professionals committed to the principle that no one should be denied access to higher education for financial reasons. MAFAA is dedicated to working with students, educators, policy makers and others to ensure that adequate programs of financial assistance are available to every student attending a Minnesota institution of higher education.

MAFAA Mission Statement

MAFAA's mission is to provide training, research, information, expertise and advocacy in support of the timely, accurate, and ethical delivery of financial aid funds to Minnesota students.

In pursuit of this mission, MAFAA's focus is collegial in approach, inclusive in practice, intentional in action and student-focused in intent; dealing with divisive issues before they are used to divide us and seeking solutions that are inclusive of all providers of higher education in Minnesota.

Guided by these areas of focus, MAFAA's Executive Council has adopted the following long-range goals:

- Support and provide quality training opportunities to members and related constituencies.
- Effectively communicate with all constituencies.
- Promote the value of higher education and the needs for adequate student financial aid funding.
- Serve as a research and information resource to MAFAA members, students and higher education policy makers.
- Advocate student financial aid by working with students/student groups, financial aid administrators, legislative leaders, system representatives and others.
- Ensure MAFAA's organization and financial stability.
- Reinforce the role, importance and impact, financial aid professional play in higher education institutions.

Policy and Procedure Manual

This MAFAA Policy and Procedure Manual is designed to provide guidance, reference material and historical continuity for the MAFAA Executive Council, Committee Chairpersons and others. The document is stored on the MAFAA Website with public read-only access and restricted update permissions.

The MAFAA Policy and Procedure Manual supplements the Articles of Incorporation (Constitution) and By-laws by:

- Providing an overview of the Association's structure
- Describing the responsibilities of members in leadership positions
- Describing the major tasks of standing committees
- Stating the Association's approved operating policies and procedures

The MAFAA Policy and Procedure Manual is intended to be a living document, routinely undergoing revisions as policies and procedures change. All MAFAA position holders are encouraged to refer regularly to this document. As policies and/or procedures need updating or revisions, changes should be given to the current MAFAA Past President. The Past President will be empowered to make procedural changes to the master web-based document without additional approval. The President and/or Executive Council will first approve policy changes before being incorporated into this document.

MEMBERSHIP

Types of Membership

- **Regular Membership:** Persons actively engaged in the administration of student financial aid at any Minnesota post-secondary school may apply for regular membership. Regular members are eligible to vote, hold office and be committee members or chairs.
- **Associate Membership:** Persons associated with public and private organizations (including Minnesota post-secondary schools) that are concerned with or engaged in the support or administration of student financial aid may apply for associate membership. Associate members may serve on standing and ad hoc committees and task forces and will be permitted to chair ad hoc committees and task forces. Associate members shall not be entitled to vote, hold office or chair standing committees.
- **Retired Membership:** Persons who have retired from and have served in a position eligible for regular or associate membership in MAFAA may apply for retired membership. Retired members enjoy membership privileges at no charge, including receipt of the association newsletter and all other membership mailings. They may also attend MAFAA workshops and conferences at the regular member fee. Retired members may serve on ad hoc and standing committees and task forces. Retired members shall not be entitled to vote nor be appointed to chair a committee or task force.

Dues

Application for membership is made to the Membership Coordinator for processing. The membership year is from May 1 to April 30. The amount of annual dues for membership is determined annually by the Executive Council. Retired members are exempt from paying dues.

ELECTED OFFICERS AND APPOINTED POSITIONS – JOB DESCRIPTIONS

POSITION	President (elected)
PURPOSE	The President is the chief elected officer of the Association, presides at all meetings of the Association and chairs all meetings of the Executive Council.
RESPONSIBILITIES	<ul style="list-style-type: none">• Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat, and MAFAA business meetings.• Appoint chairpersons of all committees and task forces (with approval by Executive Council) and serve as an ex-officio member of all committees.• Provide leadership and direction to all activities of the Association and the Executive Council.• Chair the Financial Management Committee.• Prepare the annual budget for the Association to be approved by the Executive Council.• Serve as the official representative of the Association and the Executive Council, or delegate such responsibility to another officer, Executive Council, or regular MAFAA member as deemed necessary.• Represent MAFAA at MOHE advisory committee meetings.• Attend all MASFAA Board of Directors' meetings as the official representative of MAFAA. These meetings are usually held throughout the Midwest and meet four times per year. Expenses are covered by MASFAA.• Submit an annual report to the Association on all matters, which may be of interest or concern to the members.• Organize and implement the Annual MAFAA Planning Retreat.• Coordinate the presidential reception at conferences as desired.• Authorize Executive Council expense reports.
ELIGIBILITY	An individual elected to serve as President must be a regular member of the Association.
TERM	The President-Elect begins to serve as President at the annual spring conference. The President's term of service is one year.
NOTE	The Association covers reasonable expenses for attendance at the MASFAA and NASFAA Conferences.

POSITION	President-Elect (elected)
PURPOSE	The President-Elect serves as an officer of the Association and performs the duties of President in the event of absence or incapacity of the President to serve.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Preside at all meetings of the Association and the Executive Council in the absence of the President. • Provide assistance to the President with policy management and perform other duties as assigned by the President. • Coordinate the work of the Sector Representatives. • Represent MAFAA at MOHE advisory meetings. • Serve as a member of the Financial Management Committee. • Serve as a member of the Futures Committee. • Review By-Laws of the Association (with the Past-President) and recommend changes as needed. • Coordinate the process of soliciting interest in committee participation by members. • Coordinate award for outgoing President.
ELIGIBILITY	An individual elected to serve as President-Elect must be a regular member of the Association.
TERM	The President-Elect serves a one-year term immediately following the election and assumes the position of President in the following year.
NOTE	The Association covers reasonable expenses for attendance at the NASFAA Conference and March NASFAA Leadership Training.

POSITION	Vice-President (elected)
PURPOSE	The Vice-President serves as an officer of the Association and performs such duties as assigned by the President or Executive Council.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Coordinate MAFAA Executive Council retreat. • Gather all Committee chairs phone and e-mail addresses and distribute. • Perform duties of the President in the event of the absence or incapacity of both the President and the President-Elect. • Provide assistance to the President as needed. • Coordinate the work of Standing Committees, ad hoc committees and Task Forces. • Schedule and make physical arrangements for Executive Council meetings. • Serve as a member of the Financial Management Committee during year as Vice-President. • Serve as member of Futures Committee during two years after term as Vice-President. • Coordinate with Committee Chairs, Task Forces and Appointed Positions to make verbal reports on their behalf at Executive Council meetings. • Publish date, time, and site of Executive Council meetings in appropriate publications in case a member wishes to attend. • Send MAFAA Executive Council Agenda to MAFAA members one week prior to the next Executive Council meeting. • Authorize and forward Committee Chairs' expense reports. • Collect and distribute to MAFAA members year-end reports from each Committee. • Continuously ensure that web site is updated with committee minutes and year end report.
ELIGIBILITY	An individual elected to serve as Vice-President must be a regular member of the Association.
TERM	The Vice-President serves a one-year term beginning at the end of spring conference.
NOTE	The Association covers reasonable expenses for attendance at the NASFAA Conference and March NASFAA Leadership Symposium.

POSITION	Past-President (elected)
PURPOSE	The Past-President serves as an officer of the Association.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Provide assistance to the President with policy management and perform other duties as assigned by the President. • Serve as a member of the Financial Management Committee. • Serve as a member of the Futures Committee. • Serve as chairperson of the Nominations, Elections and Balloting sub-committee. • Review By-Laws of the Association (with the President-Elect) and recommend changes as needed.
ELIGIBILITY	The individual serving as Past-President must have served as President in the prior year.
TERM	The Past-President serves a one-year term immediately following the term as President.
NOTE	The Association covers reasonable expenses for attendance at the MASFAA Conference.

POSITION	Secretary (elected)
PURPOSE	The Secretary serves as an officer of the Association and is responsible for developing, distributing, and maintaining applicable records of the Association and Executive Council.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Send email to membership regarding Executive Council meeting highlights within one week of the meeting • Develop and distribute in a timely manner Executive Council meeting minutes to the Council, Chairs, and other designated members. Post to the MAFAA web site after Executive Council approval. • Submit all correspondence, meeting agenda, and minutes and/or reports from the Executive Council and general business meetings to Archives at the end of term. • Forward general business meeting reports to Conference Planning Committee for insertion in conference materials.
ELIGIBILITY	An individual elected to serve as Secretary must be a regular member of the Association.
TERM	The Secretary serves a one-year term beginning at the end of spring conference.
NOTE	

POSITION	Treasurer (elected)
PURPOSE	The Treasurer serves as an officer of the Association and is responsible for receipt and expenditure of funds in accordance with the decisions of the Executive Council.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Arrange for debit cards, debit amount and debit cardholder agreements for new officers as authorized by the Executive Council as well as for the cancellation of ay cards that should be inactivated. • Serve as a member of the Financial Management Committee. • Receive and disburse monies of the Association. • Pay bills owed by the Association. • Maintain adequate and appropriate records of all financial transactions. • Prepare and file accurate and timely financial reports. • Arrange for the preparation and completion of the tax returns of the Association. • Research investment options and manage reserve funds of the Association with assistance of Financial Management Committee. • Prepare Treasurer's report for each Executive Council meeting, Association business meeting, and an Annual Report of the Association's financial activities. • Give report to the Vice President to post to the MAFAA web site after Executive Council meeting each month. • Arrange for an audit of the Association's records at the end of the term of office. • Deliver a copy of the Association's financial records to the President by August 1 of each year. • Assist the Treasurer-Elect in assuming Treasurer responsibilities and procedures. • Work with bank to arrange for transfer of check writing authorization for the following year.
ELIGIBILITY	An individual elected to serve as Treasurer must be a regular member of the Association.
TERM	The Treasurer shall serve a one-year term from July 1 to June 30.
NOTE	

POSITION	Treasurer-Elect (elected)
PURPOSE	The Treasurer-Elect serves as an officer of the Association and is responsible for assisting Committees or sponsored activities needing advice or financial services as directed by the Treasurer.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all MAFAA Executive council meetings, MAFAA Planning Retreat and MAFAA business meetings. • Become familiar with the responsibilities and procedures of the Treasurer. • Serve as member of the Financial Management Committee. • Work as a liaison between the Conference Planning Committee, Treasurer, and Membership Coordinator to receive fees, and send receipts and invoices. • Work with Committee and Task Force Chairpersons to receive fees and send receipts and invoices. • Assist any Committee or sponsored activity needing advice or financial services. • Other duties as assigned by the Treasurer.
ELIGIBILITY	An individual elected to serve as Treasurer-Elect must be a regular member of the Association.
TERM	The Treasurer-Elect shall serve a one-year term from July 1 to June 30, and the following year, shall assume the position of Treasurer.
NOTE	

POSITION	Sector Representative (elected – by sector)
PURPOSE	The Sector-Representative is to be the primary contact person between the MAFAA Executive Council and the group of financial aid officers that the individual has been designated to represent.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings. • In an anticipated absence to a MAFAA business meeting, find a suitable replacement to attend. • Keep current listing of financial aid personnel within the sector. • Serve as the communication liaison between MAFAA Executive Council and the MAFAA sector members. • Convey concerns of the sector to the Executive Council. • Communicate Executive Council action on a routine basis to the individuals within the sector. • Call meetings of the financial aid officers within the sector whenever necessary. Minimally, these meetings are called at the fall and spring conferences. • Provide sector updates to MAFAA Matters as appropriate. • Conduct the election of new Sector Representative (see note below) and submit names of three interested sector members to MOHE for consideration to serve on the MOHE Advisory Committee. • Recommend individuals within your sector to serve on MAFAA committees if requested by the President-Elect.
ELIGIBILITY	An individual elected to serve as Sector Representative must be a member of the Association.
TERM	The Sector Representative serves for two years. The Sector Representative may be re-elected at the pleasure of the sector.
NOTE	<p>During even-year elections, Sector Representatives are elected from:</p> <ul style="list-style-type: none"> • Private Colleges / For-Profit • Private Colleges / Non-Profit • Two-year Public Colleges <p>During odd-year elections, Sector Representatives are elected from:</p> <ul style="list-style-type: none"> • University of Minnesota • State Universities • Associate Members

POSITION	Committee Chairperson (appointed)
PURPOSE	The Committee Chairperson is responsible for providing leadership to a standing committee in achieving the goals approved by the Executive Council.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend MAFAA Planning Retreat and attend Executive Council meetings to discuss committee activities upon request of Vice-President. • Recommend committee members to Executive Council for approval, according to established guidelines. • Develop goals and activities for the year based on prior year committee recommendations, direction from the Executive Council, ideas from the Futures Task Force, etc. • Submit a yearly budget request for approval by the Executive Council. • Make recommendations and/or resolutions to Executive Council for action on issues of importance to MAFAA. • Call all committee meetings and make physical arrangements. • Prepare an agenda to send to committee members one week before each meeting with a copy to the Vice-President. • Distribute written minutes (hard copy or on-line) from each meeting to all committee members with a copy to the Vice-President. • Provide monthly committee reports (hard copy or on-line) to Vice-President for Executive Council meeting. • Monitor committee expenses and submit individual and committee expense reports. (See guidelines.) • Prepare material about committee goals and activities for MAFAA Matters as appropriate but at least annually. • Submit all committee records and materials to new chairperson. • Submit a written year-end report listing accomplishments and recommendations that shall serve as the official committee record to the Vice-President. • Submit all important documents electronically (CD or disk) to the Archivist and to the new chair.
ELIGIBILITY	An individual appointed to serve as Committee Chairperson must be a regular member of the Association.
TERM	The Committee Chairperson serves a one-year term. A Chairperson may be appointed to serve a second year at the pleasure of the President.
NOTE	

POSITION	Committee or Task Force Member (selected by Chair)
PURPOSE	The Committee/Task Force Member is responsible for working within the Committee/Task Force structure and achieving the respective goals
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend all committee/task force meetings. • Limit participation on committees/task forces to two each year.
ELIGIBILITY	An individual appointed to serve as Committee Member must be a regular, retired or associate member of the Association.
TERM	The Committee Member serves a one-year term. A Member may be selected by the incoming Chair to serve a second year. A committee/task force member may be removed for lack of participation at the discretion of the chair.
NOTE	

POSITION	Archivist (appointed)
PURPOSE	The Archivist is responsible for collecting, cataloguing, maintaining and retaining the records of the Association.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend the MAFAA planning retreat. Regular attendance is encouraged but not required at the MAFAA Executive Council and business meetings. • Provide to each MAFAA Officer a copy of the MAFAA Records Procedures. • Verify that all records from outgoing officers are passed to incoming officers and archive the records that are not. Periodically purge the archives of duplicate or unneeded records. • Maintain archives in an appropriate, safe and accessible single location. • Investigate new technology that will enable MAFAA to collect, sort and store records in an appropriate and cost-saving manner. • Assist any Committee or sponsored activity needing information or documentation from the archives. • Perform other duties as assigned by the President.
ELIGIBILITY	An individual appointed to serve as Archivist must be a regular or associate member of the Association.
TERM	The Archivist serves a one-year term. The Archivist may be appointed to serve a second term at the pleasure of the President.
NOTE	

POSITION	Directory Coordinator (appointed)
PURPOSE	The Directory Coordinator is responsible for coordinating the publication of the Association's annual membership directory.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend MAFAA Planning Retreat. • Work closely with the following MAFAA Appointee, Committees & Task Forces for completion of the MAFAA Directory: <ul style="list-style-type: none"> ○ Membership Coordinator – MAFAA database ○ Corporate Support – Advertisements ○ Executive Council – Determine print volume and distribution ○ Government Issues - NASFAA, MASFAA, and Department of Education information ○ Technology Task Force - Internet Resource and Web site information. ○ President - MAFAA By-Laws • Provide monthly reports to the Executive Council. • Follow the MAFAA Membership/Directory Procedure and Timeline.
ELIGIBILITY	An individual appointed to serve as Directory Coordinator must be a regular or associate member of the Association.
TERM	The Directory Coordinator serves a one-year term. The Directory Coordinator may be appointed to serve a second term at the pleasure of the President.
NOTE	

POSITION	Membership Coordinator (appointed)
PURPOSE	The Membership Coordinator develops and maintains the membership database for the Association.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend the MAFAA Planning Retreat. • Update and maintain the membership database. • Update the MAFAA Membership Application each year. • Maintain and distribute a supply of MAFAA stationery and envelopes. • Coordinate activities with the Treasurer and Conference Planning Committee to insure proper receipt of membership dues. • Provides lists, labels, and nametags as requested for MAFAA activities. • Provide database information for the directory. • Provide membership information for the MAFAA newsletter. • Promote membership in MAFAA. • Provide hard copy Newsletter, Conference and Workshop registration materials, etc. to Retired Membership. • Provide monthly reports to the Executive Council. • Submit a budget and revenue statement each year to the Executive Council. • Follow the MAFAA Membership/Directory Procedure and Timeline.
ELIGIBILITY	An individual appointed to serve as Membership Coordinator must be a regular or associate member of the Association.
TERM	The Membership Coordinator serves a one-year term. The Membership Coordinator may be appointed to serve a second term at the pleasure of the President.
NOTE	

POSITION	Newsletter Editor (appointed)
PURPOSE	The Newsletter Editor publishes the Association's Newsletter with the intent of keeping the membership informed of MAFAA activities, including but not limited to, committee functions, directory updates, meetings, training workshops and seminars, rules and regulations, and member news. The newsletter is published ten times annually with a recommended schedule of: September, October, November, December, January, February, March, April, May and Summer
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend the MAFAA Planning Retreat • To post on-line ten issues of MAFAA Matters each year. • Establish a time line for each issue. • Create budget for the year. • Gather material for each issue of the newsletter. • Solicit the services of photographers and reporters from the membership. • Work closely with Corporate Support Committee on advertising issues. • Layout and design (purchased service). • Printing (purchased service). • Obtain necessary postage permits. • Provide monthly reports to the Executive Council. • Screen for appropriateness of content.
TIMETABLE	<p>Month before issue:</p> <ul style="list-style-type: none"> • Solicit submissions for articles and photographs from membership for inclusion in next month's issue. • Send out email to listserv to remind of due date for newsletter submissions. <p>Week before issue:</p> <ul style="list-style-type: none"> • Send out due date for articles and photo submission. <p>For each issue:</p> <ul style="list-style-type: none"> • Edit articles for grammar and punctuation. • Determine appropriate titles and by-lines. • Assemble articles in preferred order • Send articles as an e-mail attachment to Webmaster. • Provide list of subject/title in preferred order and provide list of contributors. <p>Two weeks after articles are forwarded to Webmaster:</p> <ul style="list-style-type: none"> • Review formatted newsletter returned from Webmaster. • Announce issue via listserv • Publish deadline for the next issue.
ELIGIBILITY	An individual appointed to serve as Newsletter Editor must be a regular or associate member of the Association.
TERM	The Newsletter Editor serves a one-year term. The Newsletter Editor may be appointed to serve a second term at the pleasure of the President.
NOTE	Attendance at related workshops are paid by MAFAA. At the discretion of the Newsletter Editor, a committee may be formed to help with the publication of MAFAA Matters.

POSITION	Research Coordinator (appointed)
PURPOSE RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend the MAFAA Planning Retreat • Provide monthly reports to the Executive Council.
ELIGIBILITY	An individual appointed to serve as Research Coordinator must be a regular or associate member of the Association.
TERM	The Research Coordinator serves a one-year term. The Research Coordinator may be appointed to serve a second term at the pleasure of the President.
NOTE	Attendance at related workshops are paid by MAFAA. At the discretion of the Research Coordinator, a committee may be formed to help with research efforts.

POSITION	Site Selection Coordinator (appointed)
PURPOSE	The Site Selection Coordinator is to secure appropriate meeting sites for the Association's fall and spring conferences and to submit selections to the Executive Council for final approval. The Site Selection Coordinator may also handle site selection for Association retreats or special workshops.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend MAFAA Planning Retreat. • Visit potential conference sites and evaluate for Association needs. • Submit site selections to the Executive Council for consideration. • Negotiate conference agreements with selected sites in the best interest of the Association. • Work closely with the Conference Committee and other Committees that sponsor events to coordinate the program events with the selected conference site. • Assist Committee Chairperson with the site contract agreement and related paperwork such as invoices. • Confer with the Association President about needs for retreats or special workshops.
ELIGIBILITY	An individual appointed to serve as Site Selection Coordinator must be a regular or associate member of the Association.
TERM	The Site Selection Coordinator serves a one-year term. The Site Selection Coordinator may be appointed to serve a second term at the pleasure of the President.
NOTE	

POSITION	Webmaster (appointed)
PURPOSE	The Webmaster is to maintain a web site for the MAFAA membership and general public.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Attend MAFAA Planning Retreat. • Responsible for all aspects of the MAFAA web site including: • Web site design and navigation. • Graphic design and manipulation. • Content development. • Content maintenance and updates. • Publishing content via FTP and other protocols. • Domain name registration/renewal processes. • ISP and host selection (act as liaison between the host and MAFAA). • Provide monthly reports to the Association Services Chair. • Serve as an adjunct member on the Technology Committee. • Facilitate various committee and member projects that involve web site and on-line processes. Educate members on submission of content for the web site
ELIGIBILITY	An individual appointed to serve as Webmaster is not required to be a member of the Association.
TERM	The Webmaster serves a one-year term. The Webmaster may be appointed to serve a second term at the pleasure of the President.
NOTE	

COMMITTEE

**List Serve Coordinator
(appointed)**

PURPOSE

Monitor MAFAA List Serve

RESPONSIBILITIES

Monitor MAFAA List Serve

- Chairperson's responsibilities Attend planning retreat.
- Develop goals and activities for the year.
- Assist and verify MAFAA members in signing up for the list serve
- Monitor List Serve emails
- Serve at the pleasure of the President

COMMITTEE and TASK FORCE GUIDELINES

Selection Timetable

- February-March: President-Elect presents Committee Chairpersons to Executive Council for approval.
- March-April: Committee Chairpersons contact potential committee members based on selection procedures, committee interest forms and personal contacts.
- May (Spring Conference): President presents proposed committee members for approval by Executive Council.
- June (planning retreat): Committee Chairpersons present goals and budget to full Executive Council for adoption.

Selection Procedures

In the selection process, chairpersons should:

- Determine the number and composition of committee based on its function and the committee's goals, objectives and activities for the year.
- Aim for a balance of committee membership regarding membership type, sectors, experience, ethnic diversity, gender and geographic location.
- Try to retain enough members from the past year's committee to foster continuity, while selecting enough new members to encourage new ideas.
- Check the volunteer forms and also with Sector Representatives for assistance in finding potential members.
- Check with potential members of other MAFAA involvement. MAFAA members should refrain from serving on more than two committees in a year.
- Contact the past committee chair to use as a resource, but refrain from selecting the past chair as a committee member.
- Inform potential members that in most cases the commitment is for one year, with the option to serve subsequent years.
- Remind potential committee members that the Association will reimburse for reasonable expenses i.e. meals, travel, lodging and related expense.
- Select vice-chairperson or sub-committee chairpersons to assist you with committee operation if at all possible.
- Replace members during year if any drop from committee or become inactive; submit via Vice-President for Executive Council approval.

Reimbursement Procedures

Committee members may complete the MAFAA Expense form by paper or online and attach receipts if required. The completed expense form needs to be routed to the appropriate person for signature and approval. (See expense form).

Records Retention

See Records Procedures - "Statement on Maintaining Association Records."

STANDING COMMITTEE RESPONSIBILITIES

The Association shall have standing committees. The chairpersons shall be appointed by the President and be approved by the Executive Council. Committee members shall be selected by the committee chairperson and approved by the Executive Council. Committee chairpersons will be asked to serve for one year. Committee members will be asked to serve on the committee for one year or two years; however, the appointment must be approved by the Executive Council each year. If it is at all possible and appropriate, all sectors of the Association shall be represented on the standing committees.

COMMITTEE

Conference Planning

PURPOSE

This committee is responsible for the Association's conferences and will perform all of the necessary duties and responsibilities to provide the members with meaningful and productive conferences. The Conference Planning Committee must work closely with Site Selection Coordinator, Membership Coordinator, Treasurer, and Corporate Support Chair.

RESPONSIBILITIES

TIMELINE

Four to five months before conference:

- Discuss budget & review goals for year.
- Review comments and evaluation forms from previous conference.
- Site update.
- Identify any and all topics of interest for interest sessions and potential presenters.
- Request that sector representatives solicit ideas for topics that are of interest to their sector.
- Check with other MAFAA committee chairs on presenting at conferences.
- Identify 2-4 potential keynote speakers and their topics.
- Brainstorm on theme for conference.
- Research potential recipient of fundraiser.
- Discuss type of fundraiser to be held. (Raffle, silent auction, etc.)
- Assign committee members to follow up on topics and speakers for specific dates.
- Discuss possible First Attendees event/mentors project.
- Check with MAFAA president to determine if he/she wants a reception at the conference and if it will be a corporate support item.
- Spring conference-discuss what type of events/entertainment needed for conference.
- Select individuals to handle certain functions.
 - Communications-design the large & pocket (agenda) brochure, information on web site, emails to membership, and newsletter articles.
 - Registration-Coordinate registration, create nametags via membership coordinator, compile list of attendees and have signs made.
 - Newcomers/Guide Event
 - Fundraiser/recipient
- Contact Professional Development Committee on any pre-conference activity.
- Check with Masters Leadership Program on session topic.

Three months before conference:

- Confirm keynote speaker(s).
- Follow up on topics and presenters for keynote and interest sessions. Schedule presenters in available time slots. Delete and add as needed.
- Discuss and determine cost of the presenters.
- Designate MLP sessions.
- Proof read the agenda.
- Select theme for conference.
- Determine if folders or bags will be used for conference information.
- Complete Session Detail Information Sheets.

- Two months before conference:
 - Select moderators for conference sessions.
 - Select recipient for the fundraiser. Request recipient attend presentation of funds to say thank you to the association.
 - Have conference information available on the MAFAA web site. This includes registration for conference, plus hotel information and any links for networking activities.
 - Discuss & determine any additional activities or giveaways the committee would like for the conference. (Example: Fall conference 2001, discount coupons for spring conference fee given out at lunch & after Friday business meeting)
 - Coordinate with site chair, rooms for conference sessions and food for lunch and breaks.
 - Compile list of equipment needs for presenters and submit to site chair.
 - Contact vendor(s) who are putting inserts in packets regarding quantity and deadline.
 - Notify suppliers of information for packets on quantity and deadline.
- One month before the conference:
 - Determine number of committee members needed for registration booth. If needed, create a sign up sheet.
 - Reconfirm with all presenters the date, time, location and audio/visual needs.
 - Finalize committee member's role for every session. If committee person assigned to a topic selects another moderator, then be sure that person has information needed and keeps presenter on time.
 - Request MAFAA treasurer be available at registration.
 - Select time & place to stuff conference packets as needed.
 - Compile Session Detail List
 - DOUBLE-check every detail.
- Day before the conference:
 - Stuff conference packets. Packets may include the following.
 - Large agenda
 - Pocket agenda
 - Evaluation form
 - Vendor thank you
 - List of conference attendees
 - Speaker biographies
 - Meal menus
 - Vendor inserts
 - Networking activities (spring)
 - MAFAA treasurer, secretary and committee reports
 - Session Detail Sheet
- Conference:
 - Check signage for conference.
 - Check to insure that conference attendee has registered and paid.
 - Register late attendees.
 - Trouble shot any unexpected problem.
 - Follow up on any assigned conference tasks.
 - Enjoy the conference.
- After conference:
 - Submit any remaining bills for payment.
 - Send Thank you notes to key players.

COMMITTEE

Corporate Support

PURPOSE

This Committee is responsible for soliciting and securing financial support

from the MAFAA Associate Members. Associate Members include student loan lenders, guarantee agencies, loan servicers and other commercial entities that work closely with the delivery of student financial assistance. In addition to soliciting financial support this committee serves as communication facilitator for Associate Members to express concerns or ideas to improve the overall health of the association.

During the 2003-04 fiscal year MAFAA implemented a block grant funding model in which Associate Members are contacted once for financial support. Associate Members can pledge to support the association in the areas of Conferences, Professional Development/Training and/or Advertising. The main tenet of this model is that Associate Members have an opportunity to make a single pledge to the Association. At no other time will the Association make any attempt to solicit financial support from the Associate Members

RESPONSIBILITIES
TIMELINE

June

Work with website designer to update the pledge levels for the three functions that are supported: Conferences, Training (Professional Development) and Advertising.

July

Send e-mail notices to key contacts at all Associate member organizations. This e-mail should thank the Associate members for their past support and indicate that the website is open and available and that Associate Members can complete their annual pledge.

August

Track funds as they arrive. Photocopy checks and record on spreadsheet. Notify treasurer-elect via e-mail that the check has arrived and that it will be forwarded to him/her. Notify the Professional Development chair of the Gold, Silver and Bronze level supporters of the year's training events so they are recognized appropriately.

September

Contact Associate Members who have not responded to the notice of the on-line pledge. Follow up to gauge their interest in attending/displaying at the MAFAA Fall Conference.

Notify those vendors who have qualified to have conference packet inserts to provide said inserts to the Conference Planning Chair or his/her designee by October 15th to facilitate inclusion in the conference program.

October

Prepare signs for the conference general sessions and the conference refreshment breaks.

November

Prepare signs for the conference display tables.
Assign tables to those displaying at the conference.
This assignment should be made randomly based on level of support. Priority placement should be given to those vendors providing increased funding.

December – February

Follow up on non-payment of pledges.

March

Contact those vendors who originally signed up to only display at the Fall Conference. Inform them that MAFAA will be holding their Spring Conference in May and invite them to display. Direct them to the MAFAA Corporate Support web-page to sign up and make a second pledge.

Notify those vendors who have qualified to have conference packet inserts to provide said inserts to the Conference Planning Chair or his/her designee by October 15th to facilitate inclusion in the conference program.

April

Confirm that all pledges have been paid-in-full.
Contact any delinquent organizations to assure prompt payment.

May

Prepare signs for the conference display tables.
Assign tables to those displaying at the conference.
This assignment should be made randomly based on level of support. Priority placement should be given to those vendors providing increased funding.

Formally recognize all Associate Members for their contributions over the past year at the MAFAA Spring Conference. This may be done at either the opening session on Wednesday afternoon or at the award's banquet on Thursday evening. Year end total amounts should be highlighted.

COMMITTEE

Development

PURPOSE

This committee is responsible for developing proposals to request and secure grant funding from foundations/nonprofits to support special MAFAA projects. The timetable of processes for the Development Committee is as follows:

RESPONSIBILITIES

TIMELINE

April

Project development from MAFAA Committees. The committee requires adequate lead-time.

May

Committee formation

Solicit any project requests.

June

Committee membership approval and the submission of Budget and Goals:

Continuous

- Grant writing training: for new members through the Minnesota Council on Foundations. Typically the earliest workshop is the first part of September. Go to www.mcf.org for details. Typical cost: \$80/person.
- Determination of projects: as committees determine potential projects the DC will also assist in finding the foundations that may be suitable. *A Project Funding Request Form has been developed and will be available on the MAFAA Website.*
- Writing of grants: this should be a continual effort throughout the year. New projects and continuing projects will be supported through this effort. As committee members identify suitable foundations, they will assist in the formulation of an application to be submitted.
- Collection of Project Summaries a standard operating procedure of collecting the results of a project within 60 days of the completion has been implemented. This will allow the committee the opportunity to develop a summary of the activity to the donor; for appreciation and future groundwork for support.

COMMITTEE

Early Awareness

PURPOSE

This committee is responsible for developing and implementing the Association's early awareness efforts with students and families including the "Look to the Future" project.

Early Awareness Committee Timeline

May:

- ◆ Spring field trips are hosted by colleges.
- ◆ Recruit committee members to volunteer and contact MAFAA members who would like to serve on the EA committee.
- ◆ Work with St. Paul schools to offer "Focus on the Future" for summer school.
- ◆ Solidify participation of additional college hosts for summer.

June:

- ◆ Attend MAFAA Planning retreat and prepare goals for committee and be cognizant of budgetary needs.
- ◆ Approve committee members.
- ◆ Schedule first meeting to communicate goals to members and begin pig picture project implementation for the year.

July:

- ◆ Coordinate summer field trips for St. Paul and collect feedback from teachers and hosts post-fieldtrip.
- ◆ Begin planning KCC for Minneapolis and St. Paul.

August:

- ◆ Order new promo supplies.
- ◆ Contact teachers about renewed participation relating in Focus on the Future.
- ◆ Continue work on KCC planning checklist.
- ◆ Determine KCC participating schools.

September:

- ◆ Committee Meeting.
- ◆ KCC Planning.
- ◆ Offer KCC contest entry forms to participating school.

October:

- ◆ KCC Planning meeting and assigning of event responsibilities.

November:

- ◆ KCC Judging, MPLS, and St. Paul events take place.
- ◆ Compile feedback and analyze event
- ◆ Schedule future meeting for December if needed or after the Holiday's

December:

- ◆ Work on other committee Goals
- ◆ Inventory for FOTF marketing giveaways to students who do curriculum
- ◆ Recruit schools for FOTF curriculum use

January:

- ◆ Other initiatives.
- ◆ St. Paul has higher education day fair (chair has spoken at this past couple of years).

February:

- ◆ Recruit college hosts for field trips in the spring.
- ◆ Work with teachers to coordinate field trips.
- ◆ Mail promo items to participating students.
- ◆ Host a committee meeting for FOTF

March:

- ◆ Arrange EA committee in-session for St. Paul schools
- ◆ Plan FOTF field trips

April:

- ◆ Contact St. Paul's curriculum coordinator about summer FOTF.
- ◆ Host in-session for St. Paul school teachers.
- ◆ Spring fieldtrips begin
- ◆ Compile an archive of committee activities
- ◆ Host a closing meeting

COMMITTEE

Financial Management (Sub committee)

PURPOSE

This committee shall be chaired by the President, and shall include the President-Elect, the Past President, the Vice-President, the Treasurer, the Treasurer-Elect and the chair of the Corporate Support Committee. This committee shall assist the President in the preparation of an annual revenue and expenditure budget to be presented to the Executive Council for approval. They shall monitor the ongoing fiscal health of the Association throughout the year and recommend the most appropriate investments and financial strategies to the Executive Council. They will review all appeals for refunds for conference, workshop and training fees/dues.

RESPONSIBILITIES

TIMELINE

COMMITTEE

Futures

PURPOSE

The committee is responsible for evaluating the current status of the Association and for making recommendations for 1-5 years into the future. Members are the President-Elect, the three most recent, practicing active Past-Presidents, and the two most recent, practicing Vice-Presidents. The chair is selected by the MAFAA President from among the members

RESPONSIBILITIES

TIMELINE

November

- Determine dates for meeting and work with site selection person to find a location.

December

- Check on budget for meeting.
- Finalize meeting site and agenda.
- Solicit input from members via listserv.
- Send prior year's report to committee for review.

January-February

- Hold Futures Committee meeting.
- Prepare report with recommendations--forward to MAFAA President and Vice-President.

March

- Submit meeting bills to Treasurer.
- Present final report at Executive Council meeting.
- Send accepted report to Webmaster for MAFAA web site.
- Submit report for inclusion in upcoming issue of MAFAA Matters
- Update MAFAA Policy and Procedure Manual as needed, including committee descriptions, and position descriptions for officers, representatives, committee and task force chairs and appointed positions.

COMMITTEE

Government Issues

PURPOSE

This committee shall be responsible to educate the Association membership about the legislative process, encourage the membership to effectively express their professional opinion related to creation and modification of legislation, coordinate committee activities with other established committees, and provide important legislative information to the Association members.

RESPONSIBILITIES

TIMELINE

COMMITTEE

Inter-Agency

PURPOSE

This committee is responsible for establishing and maintaining relationships between MAFAA and other agencies, which provide services to students.

RESPONSIBILITIES

TIMELINE

COMMITTEE

Loan Issues

PURPOSE

This committee shall be responsible for reviewing loan issues in FFELP, Direct Loan and other private loan programs including lender of last resort, program rules/regulation changes, and lender and guarantor concerns.

RESPONSIBILITIES

TIMELINE

COMMITTEE

Nominations, Balloting and Elections Committee (Sub committee)

PURPOSE

The immediate Past-President is in charge of nominations, elections and balloting. The Nominations, Balloting and Elections Committee is composed of the Past-President as well as the Sector Representatives from the previous year. The timetable for the nominations processed is as follows:

RESPONSIBILITIES

TIMELINE

Summer-September

- Seek nominations from the membership and contact interested candidates.

October

- Bring the slate to the Executive Council for approval.
- Select two candidates per office for the ballot seeking a balanced slate by sectors.
- Contact candidates for a picture and biographic information to be put on the MAFAA web site.

November

- Present slate of candidates to the membership at Fall Conference and via the listserv and web site.

December

- Work with Webmaster to create electronic voting mechanism allowing for a 15-day response time frame.

January

- Announce election winners.
- Contact new President-Elect and Vice-President to attend NASFAA Leadership Conference in Washington, D.C. in March as representatives of MAFAA.
- Forward motion to destroy ballots to Executive Council upon approval, notify webmaster to destroy ballots.

COMMITTEE

Professional Development and Training

PURPOSE

This committee is responsible for developing and implementing training that meets the needs of MAFAA members.

RESPONSIBILITIES

TIMELINE

April

- Select committee members - chair
- Attend Chairs Training – chair
- Create tentative budget - chair

June

On-going

- Attend MAFAA Planning Retreat – chair
- Attend 8 to 10 meetings during the year – entire committee
- Provide Executive Council with reports as needed.
 - Plan workshops
 - Topics
 - Speakers
 - Agenda
 - Meals and Breaks
 - Registration fee
 - Determine Registration Coordinator
 - Sponsors – check with Corporate Support committee
- Provide MAFAA's webmaster with information for each workshop to put registration materials on www.MAFAA.org
- Send email to MAFAA groups to advertise each workshop
- Advertise workshops in *MAFAA Matters*.
- Miscellaneous – check last year's workshop records for incidental details, e.g. gifts, etc.
- Submit article and pictures about each workshop to *MAFAA Matters*.

Summer – August

- Determine topics to be offered via electronic workshops.
- Determine workshops that will be offered during the year.
- Look at past offerings and determine viability.
- Brainstorm training needs of MAFAA.
- Check with Executive Council for training that they want to see offered, and also which event materials will be paid out of the Executive Council budget.

August

- Create a Calendar of Events.
- Consider dates of other workshop offerings (MASFAA, NASFAA, MOHE).
- Print a postcard listing workshops and, when possible, dates and locations.
- Mail postcard to all MAFAA members.
- Publish postcard in *MAFAA Matters*.

October

October - November

- First Impressions workshop for front line people -offered annually.
- NASFAA Fall Training workshop, materials provided from college, not MAFAA.
- Professional Development committee takes care of locations, meals, and registration. Topic is determined by NASFAA and dates are coordinated with the two presenters that are selected by Executive Council.

November

- Pre Fall Conference Workshop Takes place during 2 or 3 hours immediately preceding fall conference.
- May be financial aid focused or may be personal or professional development.

December

- Attend Executive Council meeting – chair

- | | |
|-------------------|---|
| February or March | • Offer a workshop addressing a specific need of MAFAA. |
| | • The topic of this workshop is not addressed annually |
| April | • Student Employment Workshop at St. Ben's in St. Joseph - offered annually |
| May | • Consider offering NASFAA Spring Training in conjunction with spring -conference at Maddens. - Budget is a factor; NASFAA topic(s) also a factor |

COMMITTEE

Public Relations

PURPOSE

This committee is responsible for establishing financial aid awareness week and for publicizing the purpose and activities of the Association to other constituencies.

RESPONSIBILITIES

Publicizing events for MAFAA

TIMELINE

National College Fair

Financial Aid Awareness

Regional Financial Aid Nights

Post High School Planning Coordinator

COMMITTEE

Technology

PURPOSE

This committee is responsible for the management of the Association's technology training and for any other technology issues brought forth by the Executive Council. This includes all areas of operation from policies for posting information to how documents are stored. This committee will focus on how technologies can be used to better communicate with members and their institutions as well as providing designated technology training activities. The timetable for the Technology Committee is as follows:

RESPONSIBILITIES

TIMELINE

June

Summer:

- Chairperson's responsibilities Attend planning retreat.
- Develop goals and activities for the year.
- Submit a yearly budget.
- Seek nominations from the membership and contact interested candidates attempting to find representation from all sectors.

Early Fall

- Plan technology training that will be offered for the year.

MAFAA MEMBERSHIP/DIRECTORY PROCEDURES AND TIMELINE

THE MAFAA DIRECTORY WILL LIST CURRENT MAFAA MEMBERS WHO HAVE PAID DUES FOR THE CURRENT MEMBERSHIP YEAR (MAY1 – APRIL 30). A ONE YEAR “CUSHION” WILL BE IMPLEMENTED FOR THOSE MEMBERS WHO DO NOT MEET THE DIRECTORY DEADLINE. RETIRED MEMBERS WILL BE AUTOMATICALLY UPDATED AS CURRENT MEMBERS.

THE MAFAA DIRECTORY WILL BE MAILED TO ALL CURRENT MAFAA MEMBERS AT THE TIME OF PRINTING AND WILL BE MAILED TO MEMBERS WHO JOIN THROUGHOUT THE MEMBERSHIP YEAR.

THE TREASURER-ELECT WILL RECEIVE MEMBERSHIP FORMS AND MEMBERSHIP PAYMENTS AND FORWARD THEM TO THE MEMBERSHIP COORDINATOR TO UPDATE THE DATABASE. AFTER SPRING CONFERENCE, THE TREASURER-ELECT WILL PROVIDE A LISTING OF ALL RENEWED OR NEW MEMBERSHIP DUES THAT WERE PAID WITH THE CONFERENCE FEE OR SEPARATELY.

MAFAA MEMBERSHIP COORDINATOR WILL FORWARD ALL MEMBERSHIP NAMES TO THE DIRECTORY COORDINATOR BY JUNE 30 FOR INCLUSION IN THE MAFAA DIRECTORY. CURRENT AND ONE-YEAR PRIOR PAID MEMBERS WILL BE INCLUDED IN THIS LISTING.

UPDATING THE MAFAA MEMBERSHIP DATABASE / DISTRIBUTING MAFAA DIRECTORY – TIMELINE

MARCH/APRIL: WHEN SPRING CONFERENCE REGISTRATION IS ANNOUNCED, MEMBERSHIP WILL SEND AN EMAIL TO THE LIST REMINDING THEM THAT DUES ARE PAID WITH CONFERENCE REGISTRATION, BUT IF NOT ATTENDING THE CONFERENCE TO STILL SUBMIT MEMBERSHIP DUES FOR THE UPCOMING YEAR (MAY 1 - APRIL 30) TO ENSURE DIRECTORY RECEIPT AND ABILITY TO REGISTER FOR MAFAA TRAINING OPPORTUNITIES.

MAY 1-15: MEMBERSHIP COORDINATOR WILL SEND AN E-MAIL TO ALL MEMBERS WHO WERE NOT PAID AS OF THE SPRING CONFERENCE. THIS EMAIL WILL REMIND THOSE NOT PAID TO RE-NEW MEMBERSHIP BY JUNE 30 SO AS TO BE INCLUDED IN THE MAFAA DIRECTORY, BE ABLE TO RECEIVE EMAIL MESSAGES FROM THE MAFAA LIST SERV AND TO REGISTER FOR MAFAA TRAINING OPPORTUNITIES.

JUNE 15: EMAIL TO LIST SERV TO REMIND ALL TO HAVE NEW STAFF OR THOSE NOT PAID MEMBERS TO COMPLETE FORM AND SEND PAYMENT TO TREASURER-ELECT TO ENSURE ABILITY TO REGISTER FOR UPCOMING TRAININGS AND TO RECEIVE A DIRECTORY. IN ADDITION MEMBERS ARE ASKED TO CHECK FOR ACCURACY OF INFORMATION AND MAKE ANY CHANGES ON THE MAFAA WEBSITE, MEMBERS ONLY SECTION.

JULY 15: DIRECTORY TO PRINT WITH CURRENT MEMBERS AND ONE YEAR PRIOR MEMBERS LISTED.

AUGUST 1: FINAL EMAIL TO LIST SERV TO REMIND NEW STAFF OR THOSE NOT PAID MEMBERS TO COMPLETE FORM AND SEND PAYMENT TO TREASURER-ELECT TO ENSURE ABILITY TO REGISTER FOR UPCOMING TRAININGS.

SEPTEMBER1: MAFAA DATABASE WILL BE "PURGED" TO INCLUDE ONLY CURRENT AND ONE PRIOR YEAR PAID MEMBERS. THE MAFAA LIST SERVE WILL BE "PURGED" TO INCLUDE ONLY CURRENT YEAR PAID MEMBERS.

THOSE BECOMING MEMBERS THROUGHOUT THE ACADEMIC YEAR WILL RECEIVE INSTRUCTION FROM MEMBERSHIP COORDINATOR TO SUBSCRIBE TO THE LIST SERV, AND A COPY OF THE CURRENT DIRECTORY.

Leadership Committee

PROGRAM

Leadership Symposium

PURPOSE

What is the Leadership Symposium?

The Leadership Symposium is a special program developed by MAFAA in 1994 to provide enhanced leadership skills and training for MAFAA members which can then be used in the participants work environment, personal life, and within the Association. The Symposium won the 1995 NASFAA State Award.

What Areas of Leadership are covered?

The Symposium covers topics such as leadership style/preference, team building, goal setting, involvement, time management, conflict resolution, working successfully with individuals and groups, personal development, professional opportunities and more. Our presenters include experts in the leadership field as well as fellow MAFAA colleagues.

Who Can Participate?

All regular and associate members of MAFAA may apply to attend. We select 20 participants from among those who apply.

What is the Cost to Participate?

Since MAFAA considers leadership training integral to our mission and critical to MAFAA's success, all participant expenses (transportation, lodging, meals, materials, etc.) are covered by MAFAA.

What are the Expectations of participants?

- Attend all leadership activities
- Stay overnight for leadership kick-off event
- Have the support of your supervisor and family to be fully involved

RESPONSIBILITIES

TIMELINE

April - May

- Set dates and sites.
- Publish information at Spring conference and MAFAA Matters with tentative dates.
- Solicit applications.

May

- Confirm presenter, program.
- Request former graduates to assist.
- Select participants (20?).
- Send letters to those not chosen.
- Send letters to those accepted with preliminary details.

May - June

- Finalize agenda, dinner, details, participant list.
- Prepare budget for MAFAA planning retreat.

June

- Send out final detail with Myers-Briggs to participants.
- Purchase notebooks.

June - July

- Request nametags from Membership Coordinator.
- Create/stuff folders with:
 - Agenda

- Personal profiles
- Reimbursement form
- Volunteer sheet
- MAFAA position, committee descriptions
- Leadership biography
- Presenter materials

PROGRAM

Masters Leadership Program

PURPOSE

Background

The origin of the Masters Leadership Program (MLP) was a concern by former MAFAA leaders that the association was not serving well its most veteran members. The association provides good training opportunities for new members and leadership training and service opportunities for members with 5-10 years of experience. However, some more veteran members have not maintained a high level of involvement in MAFAA. The concern is that the association is not configured to stimulate professional development at an advanced level. The MLP is intended to be a vehicle for veteran MAFAA members to stay fresh, to expand their professional scope, and to continue to give back to the profession.

Overall Concept

The MLP will be targeted at MAFAA members who have been in the financial aid profession for ten or more years (although there will be no specific experience requirement for participation). The focus may often be on senior-level aid administrators (decision-makers) in school settings, but the program should also be seen as valuable for veteran staff and associate members from lenders and agencies. The MLP will seek to provide three professional development opportunities each year, two connected with the fall and spring conferences, and one stand-alone event. Participants in the program will also be encouraged to seek out other professional development activities outside of MAFAA as part of their own program. Members may be involved in the MLP on a “casual” basis, or may follow a “track” of activities and service that will result in a credential after fulfilling the necessary requirements. Participants will be encouraged to give back to the profession through service. This could include leadership in association governance or programs, developing activities that serve other constituencies, or publishing results of research projects.

Oversight

The MLP program will be run by the Leadership Committee.

Professional Development at Fall and Spring MAFAA Conferences

Each conference will include a significant speaker, selected by the conference planning committee in consultation with the MLP coordinator. The speaker could keynote the conference, and/or be involved in small group interaction with MLP participants (at one or two interest sessions). One interest session could be a follow-up to the main speech, designed as a round-table discussion where the speaker/expert interacts with MLP participants. A second interest session could focus on another area of expertise of the speaker.

Professional Development at Stand-alone Conferences

Every year (or every other year), a one-day meeting will be offered to MLP participants in order to focus on a specific issue or topic in depth. The

meeting could either revolve around a single speaker, or could address a current “hot topic” in the profession. The format will be designed to maximize participant involvement. This may include a formal presentation, followed by small group discussion and reporting. In the case of a topical conference, discussion may lead to recommended positions or actions that will be presented to the association (executive council) for adoption.

This conference will likely be centrally located in the state (northern twin cities, St. Cloud area). Costs will be kept low to encourage broader participation.

Service to the Profession

Formal MLP participants will complete at least three different service projects that benefit the financial aid profession in Minnesota. The participant will select their own areas of service, which could include the following (this is not meant to be an exhaustive list):

- serving as an officer or committee/task force chair for MAFAA
- becoming a mentor for someone new to the profession
- being a NASFAA trainer
- presenting at a MAFAA event
- testifying at a public hearing
- writing articles for financial aid publications
- participating in early awareness activities
- speaking on financial aid issues

Individualized Project

Formal MLP participants will complete a special project of their own design. The purpose of the project is to challenge the participant to make a contribution to financial aid in Minnesota that they would not otherwise have done. Examples include:

- developing a computer application that benefits other financial aid offices
- writing and developing curriculum for financial aid training
- conducting and publishing quantitative research
- conducting and publishing qualitative research
- identifying and developing a new MAFAA program to meet an emerging need
- a major writing project

Participants may wish to seek guidance from the MLP task force or officer regarding the appropriateness of the individualized project. If appropriate, the project (or a summary thereof) will be posted in the MLP section of the MAFAA website.

Credential

MAFAA members who choose to participate in MLP on a formal basis will record their activity on the transcript contained in the MLP brochure. Participants will have completed the Masters Leadership Program after they have participated in at least six MLP events; have engaged in at least three different service activities (after the official beginning of the program

in May, 2002) and completed their individualized project. The completed transcript and a copy of the individualized project will be submitted to the MLP coordinator, who will forward the project results to the MAFAA web site (if appropriate). Participants who successfully complete the program will be recognized at a succeeding MAFAA conference. At some future point, MAFAA may wish to recognize these members in other ways, including listing their names on the web site, holding a reception at a conference, etc.

Promotion

The MLP program may be promoted (under the guidance of the MLP coordinator) through the MLP brochure; articles in MAFAA Matters; activities at conferences; and through appropriate information on the MAFAA web site.

RESPONSIBILITIES TIMELINE

AD HOC COMMITTEES/TASK FORCES

Ad hoc committees and task forces may be created to promote the purposes of the Association or to carry out necessary functions of the Association. Creation of such committees and their jurisdiction shall be the responsibility of the President and subject to the approval of the Executive Council. The tenure of such committees shall coincide with the term of office of the appointing President. If at all possible and appropriate, all sectors shall be represented on ad hoc committees.

RESOLUTIONS AND VOTING

Resolutions - A resolution must be submitted in writing to the Executive Council one week prior to consideration by the membership. The Executive Council must determine if the resolution is constitutional or relevant. If so, it may be presented for a vote.

Voting - A quorum (20% of the voting membership) must be present in order to take a vote at a meeting called by the President. Voting may be done in person, electronically, or by other means appropriate to mass distribution of the question. If voting is not done in person, the number voting must be equivalent to, or exceed that required for a quorum.

AWARDS AND RECOGNITIONS

MAFAA Awards

The following MAFAA Awards are presented annually at the Spring Conference.

President's Award

The President's award is presented to the MAFAA member who enabled the President to effectively perform the duties of association president. Support provided could include clerical activities, special projects, or special committee assignments that benefit the association. The MAFAA president selects the recipient.

2007	Emily Dowdle Ellen McCullough Lynn Mens
2006	Marcia Hubner
2005	Dick Battig
2004	Carol Dockendorf
2003	Chad Nosbusch
2002	Karen Kraft
2001	Lynette Wahl
2000	Jim Stiner
1999	Jane Williams
1998	Patricia Klicka
1997	Patricia Fischer
1996	Cal Johnson
1995	Carolyn Zehren
1994	Patty Holycross Karen Knighton Daniel C. Nelson
1993	Kay Grabarkewitz
1992	Linda Lindseth
1991	Christine Heiting

1990 Christopher Halling
 1989 Daniel C. Nelson
 1988 Reed Carpenter
 1987 Sharon Harris
 1986 Shirley Buerkle
 1985 Paul G. Aasen
 1984 Patty Holycross
 1983 Mary L Hershberger

Distinguished Service Award

The Distinguished Service Award is presented to a MAFAA member whose years of service, highlighted by contributions made this past year, warrant recognition by this association. Nominations are sought from MAFAA members. A committee, comprised of the past five Distinguished Service Award recipients and chaired by the most recent recipient, reviews the contributions of nominees and selects the recipient.

2007 John Pogue
 2006 David Dahlen
 2005 Susan Brady
 2004 Jo Ann Haynes
 2003 Kay Rindal
 2002 Karen Kraft
 2001 Robert Krueger
 2000 Jane Williams
 1999 Karen Knighton
 1998 Cal Johnson
 1997 Diane Borchardt
 1996 Kay Grabarkewitz
 1995 Dale Thornton
 1994 Daniel C. Nelson
 1993 Shirley Buerkle
 1992 Herald Johnson
 1991 Dianne Danov
 1990 Michael White
 1989 Frank Loncorich
 1988 Gary Ness
 1987 Patty Holycross
 1986 Paul G. Aasen
 1985 Allen Rasmussen
 1984 Donald L. Johnson
 1983 Jon A Griepentrog
 1982 Sister Anne Elise Tschida
 1981 Richard D. Battig
 1980 Robert Matuska
 1979 Robert Frazey

Executive Council Award

The Executive Council Award is presented to the MAFAA committee whose exemplary performance served MAFAA in good stead the past year. Contributions benefiting the association, the financial aid community, and constituents are evaluated. The MAFAA Executive Council selects the recipient.

2007 Leadership Committee, David Vikander, Chair
 Diversity Task Force, Debbie Velasco, Chair
 2006 Professional Development Committee, Scott Roelke, Chair

- Corporate Support Committee, Dave Dahlen, Chair
- 2005 Early Awareness Committee, Susan Prater, Chair
- 2004 Corporate Support Committee, Dave Dahlen, Chair
- 2003 Government Issues Committee, Pam Engebretson, Chair
- 2002 Development Committee, Richard Blatchely, Chair
- 2001 Professional Development Committee, Jo Ann Haynes, Chair
- 2000 Public Relations Committee, Chad Nosbusch, Chair
- 1999 Government Issues Committee, Paul Aasen & Susan Brady, Chairs
- 1998 (No award given)
- 1997 Professional Development Committee, David Dahlen, Chair
- 1996 Public Relations Committee, Carol Swenson, Chair
- 1995 Professional Development Committee, Jeannette Maynard, Chair
- 1994 Association Services Committee, Kay Grabarkewitz, Chair
- 1993 Government Issues Committee, Jim Schmidt, Chair
- 1992 Conference Planning Committee, Barbara Kowal, Chair
- 1991 Newsletter Committee, Kay Rindal, Chair
- 1990 Budget and Finance Committee, Michael White, Chair
- 1989 Federal Legislative Committee, Larry Sonnek, Chair
- 1988 Archives Committee, Herald Johnson, Chair
- 1987 Professional Development Committee, Jane Williams, Chair
- 1986 Public Relations Committee, Robert I. Misenko, Chair

Special Recognition Award

The Special Recognition Award is presented to a person affiliated with the financial aid community other than a practicing financial aid administrator, who has consistently provided outstanding service to MAFAA in recent years. The fact that this award is not presented annually underscores its significance. The MAFAA Executive Council selects the recipient.

- 2007 Ken Wallace, Education Assistance Corp.
- 2006 Ann Scott, Great Lakes Higher Education
- 2005 Carol Swenson, Great Lakes Higher Education
- 2004 Richard Battig, Academic Funding Group
- 2003 Joe Aitkin, Minnesota Indian Scholarship Program
- 2002 Clark Wold, EAC
- 2001 Ginny Dodds, MHESO
- 2000 Jamie Malone, U.S. Department of Education, Region V
- 1999 Tom Hansen, Great Lakes Higher Education Guaranty Corporation
- 1997 State Representative Lyndon Carlson
- 1996 Jan Borra, MAFAA List Serve Developer
- State Representative Gene Pelowski
- 1995 Congressman Tim Penny
- State Senator Steve Murphy
- 1994 Kurtis Kindschi, American College Testing
- 1991 Richard Leighninger, MHECB
- 1989 Dan Reyelts, TCF Bank
- 1988 William Howie, Higher Education Assistance Foundation
- 1984 Milt Hilary, American College Testing
- 1983 Martin Jagodensky, Higher Education Assistance Foundation

Special Achievement Award

The Special Achievement Award is presented to a person, committee, task force or other entity that has made a significant contribution to the financial aid profession in Minnesota. The fact that this award is not presented annually underscores its significance. The MAFAA Executive Council selects the recipient.

- 2007 Patty Holycross, Itasca Community College
Frank Loncorich, St. Cloud State University
- 2006 College Goal Sunday Task Force, Judy Swanson, Chair
- 2005 John Gust, St. Cloud State University
- 2004 Financial Aid/Admissions Relations Task Force, LuGail Hamel, Chair
- 2003 Financial Structures Task Force, John Pogue, Chair
Masters Leadership Program Task Force, Dan Nelson, Chair
- 2002 Futures Committee, Patty Holycross, Chair
- 2001 Early Awareness Task Force, Brad Riebel & Sandy Sundstrom, Chairs
Technology Task Force, Timothy Lehmann, Chair
- 2000 Barb Fahnhorst, Membership Coordinator
- 1998 Technology Task Force, Nate Emerson, Chair;
- 1998 Distance Learning Task Force, Fran VanSlyke-Zeslofsky, Chair
- 1995 Leadership Symposium Development Team, Jim Schmidt, Chair
- 1994 Shared Responsibility Task Force, Daniel C. Nelson & Chris Halling, Chairs
- 1992 Kennon Rothchild, Northstar Guarantee Inc.
- 1991 Student Loan Task Force, Dianne Danov, Chair

NASFAA Awards for States

NASFAA recognizes individual state associations that have developed outstanding projects, which contribute to the financial aid profession in four categories:

- Service to the Financial Aid Profession
- Service to Other Constituencies
- Service to Parents and Students
- Service to Advancing the Goals of Access and Diversity.

- 2006 Service To Students, Parents and Families, Early Awareness Committee, Susan Prater, Chair
- 2003 Service to the Profession, Master's Leadership Task Force, Dan Nelson, Chair
- 1996 Service to Other Constituencies, Professional Development Committee, David Dahlen, Chair
- 1994 Service to the Profession, Leadership Symposium Development Team, Jim Schmidt, Chair
- 1993 Service to Other Constituencies, Government Issues Committee, Jim Schmidt, Chair
- 1990 Service to Other Constituencies, Professional Development Committee, Dianne Danov, Chair
- 1988 Service to the Profession, Professional Development Committee, Dianne Danov, Chair

FINANCIAL CONTROL

Fiscal Year

MAFAA's fiscal year begins on July 1st and ends on June 30th.

Fee Setting Fees are set at the discretion of the Executive Council

Membership fee are set by the Executive Council.

Fee Payment/Fee Refund Policy

The following Fee Payment/Fee Refund Policy shall be published with all MAFAA conference, workshop and training materials:

- A full refund will be granted for refund requests made in writing to the Treasurer and postmarked/dated/e-mailed no later than 15 days prior to the start of the event. Exceptions for extenuating circumstances shall be reviewed by the Treasurer.
- Paid registration fees may be transferred to another current MAFAA member.
- Unless a refund has been requested and authorized according to the above, registrants are fully obligated for the cost of the event regardless of attendance.

Appeals

Appeals for refunds for conference, workshop and training event fees must be submitted in writing to the President. The Financial Management Team will review all appeals, as needed, and the decision of the Financial Management Team is final.

Financial Audit

The Treasurer is responsible for having the financial records of the Association audited by a private audit firm at the end of the fiscal year.

Checking Account

MAFAA shall have one checking account - an interest bearing account at the highest possible rate. The Treasurer is the signatory of the account but may also include the President, Vice-President and President-Elect. All MAFAA revenue and disbursements shall pass through this account.

Income Tax Filing

The U.S. Internal Revenue Service has granted 501c(3) tax-exempt status to MAFAA, which requires the federal income tax form 990 to be filed each year. The federal tax ID is 36-3297850. The Treasurer is responsible for the preparation and completion of the tax return by November 15th of each year (the 15th day of the fifth month after the end of the fiscal year.) The Treasurer, Treasurer-Elect and the Secretary should maintain a copy.

Investments

The Financial Management Committee is responsible for proposing policy to the Executive Council regarding the amount of funds to be held in reserve and investment strategies that maximize return, yet minimize risk.

Reserve Policy

In accordance with best practices, MAFAA shall retain in its reserves 50%-100% of its annual budget.

Vendor Support

Vendors within the Association provide financial support to the Association in two ways:

- In-Kind Vendor Support: An example of in-kind support includes a room rental fee than a vendor waives for the use of a committee meeting. These dollars are not given to MAFAA and not included

- in budget development, but MAFAA benefits by not expensing this cost.
- Cash Vendor Support: An example of cash vendor support includes a cash donation for sponsoring an event. These dollars do not directly increase the Committee's budget, but do increase the Association's revenue. In order to increase a committee budget, the committee must request an increase and be approved by the Executive Council.

Reimbursement of Expense Policy

Association members are reimbursed for approved reasonable expenses incurred while on Association business. For reimbursable expenses, Association members must complete the MAFAA expense form (pdf form is available on the MAFAA web page), attach required receipts, sign and submit to the approving authority for a signature, which will then be forwarded to the Treasurer for payment. The approving authority is noted on the expense form.

Members may choose to complete the alternate, on-line reimbursement request (available on the MAFAA web page) for expenses that do not require a receipt (personal mileage, parking and meal expenses under \$25.00.)

Use of Credit/Debit Cards Policy

The Executive Council, on an annual basis, will determine debit cardholders and daily debit limits. Use of the card is at the discretion of the holder. The holder agrees to use the card for MAFAA expenses only, and must file an expense log each month listing expenses paid for each category of expense. The log must be counter-signed in the same manner of an expense form.

Sample Agreement for Debit Card Use:

I, _____, hereby acknowledge receipt of a MAFAA Visa Debit Card issued by _____.

I understand that use of this debit card is limited to necessary MAFAA-related expenditures outlined in the Policy and Procedure Manual. I understand that use of this card for personal purchases or use, which violates MAFAA's policies, will result in possible termination from my MAFAA position. In addition, I understand that I will be held personally liable to the Minnesota Association of Financial Aid Administrators with respect to any and all such practices.

I understand that I will retain use of this card as long as I am actively serving in the capacity as President-Elect, President, or Conference Planning Committee Chair or Vice-President for MAFAA. I agree to surrender the card immediately upon leaving an eligible MAFAA position, retiring, or upon request from the MAFAA Executive Council. I understand that use of the card after privileges have been withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify _____ by telephone. I will confirm the telephone notification by mail or facsimile in accordance with the card issuer's instructions with a copy to the MAFAA Treasurer. I understand that failure to properly notify _____ of the theft, loss or misplacement of the card could make me responsible for the fraudulent use of the card.

Signature _____ Date _____
 Soc. Sec. # _____ Card Acct. # _____

POLITICAL INVOLVEMENT

Statement on Political Involvement

The following steps were proposed by the Task Force on Political Involvement in 1998 and approved by the Executive Council. These steps shall serve as a guide for MAFAA's involvement in political issues.

1. Identify key issues in proposed legislation.
2. Inform membership regarding issues.
3. Research the impact of various legislative and agency proposals that affect students.
4. Share the results of research with the membership and other organizations and/or agencies as appropriate in order to inform and receive feedback.
5. Encourage individual members and sectors to express their views regarding legislative matters.
6. Take a position on issues when:
 - It affects all students.
 - Program funding is threatened.
 - Small groups of students are affected but the issue is not controversial among sectors.
 - The proposal contains significant administrative burden.
7. Advocate a position taken by the Executive Council. Advocating requires taking initiative to persuade others of the efficacy of the position and encourages the adoption of your position.

Steps 1 through 5 must be taken for every position taken by the MAFAA Executive Council on behalf of the membership. Step 6 will be considered only when steps 1-5 have been followed. In order to go from step 6 to step 7, these questions will act as a filter:

- Do all sectors support the position?
- Is the issue under consideration no worse than neutral?
- Is there significant disagreement in one or more sectors?

Only if the Executive Council determines that there is consensus among all sectors will they authorize appropriate MAFAA personnel to take an advocacy position on behalf of the association.

TECHNOLOGY AND WEB SITE POLICY

Web Site

MAFAA's web site (www.mafaa.org) has as its primary purpose to be a reference and a resource tool for the Association. The site shall provide timely Association information and financial aid news for its members. The site should also offer current technology by utilizing electronic and interactive tools. Secondly, the site should provide resources for non-members, parents, students, and any other entities seeking information on financial aid in Minnesota. Every effort will be made to ensure the site reflects Association's mission and goals.

Sections of the web site may include, but are not limited to:

- Association Information (by-laws, Executive Committees, etc.)
- Membership information
- Event listings
- Committee updates
- Association-appropriate links to other sites
- Member's only section

To ensure the Security of the site, the Web Server information and hosting information will be available to the MAFAA President. The information should be reviewed annually to ensure the domain is registered.

The designated Webmaster for the MAFAA web site will serve as an adjunct member of the Technology Committee.

Advertising on the MAFAA web site is not currently offered. The original Technology Task Force recommended that in order to maintain the independent integrity of the site, MAFAA should not enter into advertising contracts.

List Service

The primary purpose of the MAFAA list service shall be a tool for the discussion and dissemination of issues related to student financial aid. All MAFAA members shall be provided membership and automatic subscription at the time of membership.

The list service should be maintained at a site that is not directly affiliated with any school or institution where a potential conflict of interest may exist and be monitored and maintained by the Technology Committee. A minimum of 3 moderators (List serve Coordinator, Webmaster, member and a third appointed by the Executive Council) shall be assigned to moderate the list service. The Technology Committee is expected to report monthly statistics to the Executive Council and recommend any maintenance or changes to the list service.

On-line Services for Members

On-line Expense Reimbursement Procedures:

MAFAA members may utilize the www.mafaa.org® web site to submit expense forms for reimbursement for personal mileage, parking and meals less than \$25. All other expenses require the traditional expense form with receipts attached. In order to submit the allowed expenses on-line, members should follow the steps below:

Access the “Members Only” portion of www.mafaa.org®.
Select on-line option
Complete the on-line form
Click to accept terms and conditions

The completed on-line form will be e-mailed to the appropriate authority for approval, and then e-mailed to the Treasurer for reimbursement.

On-line Registration for Conferences and Training Procedures:

The on-line registration pages for conferences and training provide several services to the membership:

Provide conference or training information
Allow for easy, on-line registration
Collect or update membership information (conferences only)
Provide confirmation notice or invoice of registration
Send notification to Treasurer-Elect (conferences only)
Send notification to the appropriate registration coordinator
Allow for selecting interest sessions (conferences only)
Allow for special event sign-ups i.e. golf tournaments, etc. (conferences only)
Allow Vendor registrations for exhibitors (conferences only)

The Webmaster utilizes a standard template for conferences and special training events. In order to update the template for an upcoming event, the Committee Chair or designee must work closely with the Webmaster, the Corporate Support Chair, the Membership Coordinator and the Treasurer-Elect.

Committees wishing to request on-line registration pages of the Webmaster may do so on-line at www.MAFAA.org® by supplying the following information:

Title of event
Committee offering event
Description of event
Description of intended audience
Additional comments
Cost of event
Cost of any additional materials needed
Lunch or break included with cost
Agenda or schedule
Name of person receiving e-mail registrations and payments
E-mail address of person receiving e-mail registrations and payments
Mailing address of person handling registrations and payments

Date (1)
Time
Location (full address)
Room #
Parking information

RELATIONSHIPS WITH VENDORS AND OTHER ORGANIZATIONS

In 2001, the Associate Member Task Force created a statement regarding MAFAA's relationship with its vendors and other organizations. A summation of that statement follows:

MAFAA is a school-based organization. MAFAA is an organization operated for and on behalf of its school members. Associate members are active members of committees and contribute substantial time and expertise to committee work and the associate member's role is to support the organization with personnel, programmatic and financial resources to help MAFAA achieve its purposes and objectives.

MAFAA activities are comprised of two separate and distinct types of events: those that are MAFAA sponsored and those that are sponsored by vendors. MAFAA sponsored events are typically related to traditional speakers or training sessions, while vendor sponsored events are typically social in nature.

MAFAA events are considered core responsibilities and are funded through the ongoing MAFAA budget process. Vendors should not be solicited for additional funds for these activities. In addition, vendor sponsored events should be scheduled outside of schedule MAFAA activities so as not to compete with core programming. Decisions to offer vendor sponsored events and the funding for such events are to be left to the discretion of the individual vendor. MAFAA does not consider funding for these events to be used in determining corporate support levels.

RECORDS PROCEDURES

Statement on Maintaining Association Records

MAFAA's official records are to be passed to the archivist at the end of each year

- President's records are to be given to the archivist at the end of each year.
- Past-President's records are to be given to the archivist at the end of each year.
- Vice-President's materials are to be passed to the succeeding Vice-President at the end of each year. The succeeding Vice-President will determine which records will be kept and which will be

turned over to the archivist immediately.

- Secretary's minutes are to be given to the succeeding Secretary at the end of each two-year term. The succeeding Secretary will retain minutes for the current and previous year and will pass to the archivist the minutes from the year prior to the previous year.
- Committee materials and records are to be turned over the succeeding Committee Chair at the end of each year. These records include functions performed by the committee, budget information, meeting minutes, correspondence, etc. New committee Chairs will receive all materials and records from the previous year's Chairperson. The new Committee Chairperson will determine which records are needed to help accomplish the duties of his/her committee. Any materials not needed are to be passed immediately to the archivist.

Materials/Records to be Archived

Records of association activities, meetings, finances and other association business should be kept, filed, and sorted for historical and research purposes. Materials should be submitted to the Archivist electronically (CD's or Disks). The Archivist holds primary responsibility for this, but may request the assistance of officers, committee and task force chairs, appointed positions, and others. Annually (shortly after the spring conference) the Archivist should begin to collect, sort, file and inventory the materials.

Specific materials for archiving include:

From the President, President-Elect, Past President and Vice-President:

- Correspondence
- Items of Special Interest

From the Secretary:

- Minutes and reports from Executive Council meetings, Association business meetings, and other Association meetings
- Annual Reports

From the Treasurer:

- Audit reports and tax returns
- Year-end financial statements

From Conference Planning Committee and Site Chair:

- Record of meetings and planning notes
- Conference Programs and registration materials
- Conference Theme, dates, attendance and major speakers

From the Professional Development Committee Chair:

- Record of meetings and planning notes
- Agendas and publicity materials for workshops and other functions
- Themes, dates, attendance and major presenters

From the Newsletter Editor:

- Newsletters
- Pictures (labeled and identified)

From the Membership and Directory Coordinators:

- Directories

From other Committee and Task Force Chairs, and Appointed Positions:

- Records of meetings, planning, and other activities not included in Executive Council minutes or in reports to the Executive Council or the Association

From Sector Representatives:

- Records of sector meetings and other activities not included in Executive Council minutes or in reports to the Executive Council or the Association

POLICES FOR CONFERENCES, TRAINING AND WORKSHOP EVENTS

MAFAA Free Time vs. Sponsored Events for Conferences

In order to ensure that all vendors have the opportunity to sponsor various activities at MAFAA conferences, a decision was made to designate certain periods of time during conferences as MAFAA “sponsored time” and MAFAA “free time”. It is hoped that this distinction will be fair to all vendors and allow everyone who chooses to sponsor activities the opportunity to do so.

Conference planning has requested that these designations be defined and guidelines established in order to help with the preparation for conferences. A MAFAA sponsored time is where the activity that is planned will have been determined by a MAFAA committee and will be supported by MAFAA funds or included on the menu of sponsorship options through MAFAA’s corporate support committee. This event will be open to any current MAFAA member. During a MAFAA sponsored time, vendors agree not to sponsor their own event.

The MAFAA committee that is sponsoring the conference will designate when MAFAA free time will occur. It will be held at a time during the conference when training is not being held. (Examples of past free times are the Wednesday evening and Thursday activities at spring conference.) Vendors will be notified of the opportunity to provide an activity during the designated time via a letter/email that will include a deadline date. Vendors will need to respond to the designated person by the deadline date in order to have the activity included as an option for the conference. It will be up to the vendor to determine the event, registration needs and what prizes, food and beverages will be provided.

If the options that are offered during a free time period are limited (including number who can participate or type of activities offered), the MAFAA committee reserves the right to offer additional activities in order to serve conference attendees. In the event that two or more vendors propose offering the same activities, it should be determined if the vendors would agree to jointly sponsor the activity. If vendors do not want to sponsor the event together than the right of “first refusal” will be used to determine who will host the event. The vendor who has sponsored the activity in the past will be allowed to do so.

Complimentary Registration Fees for Chairpersons

The chair of the committee or task force sponsoring a MAFAA training event receives one complimentary registration fee. This benefit is transferable to another member of the same committee or task force, at the discretion of the chair. This benefit extends only to the cost of the actual training event, and is not intended to include the cost of food and/or lodging associated with the conference.

APPENDIX

Forms

MAFAA uses standardized forms that are updated each year and available for use by the membership. The following forms are currently available for use and can be obtained by visiting the MAFAA website or by contacting the Corporate Support Chair and Treasurer-Elect.

MAFAA Membership Form
MAFAA Expense Form
MAFAA Sponsorship Request Form
MAFAA Associate Member In-Kind Support Form