



2017-18 COMMITTEE & OFFICER LIST

For additional information about each committee's purpose and structure, read the KASFAA Policies and Procedures manual online.

Archive - Manages the collection and storage of historical and financial documents.

Associate Member - Supports and promotes good will between the Association and the Associate Members, assists conference planning committee, and coordinates fund raising events.

Association News & Publicity – Responsible for the distribution of the news and activities of the association.

Conference Planning - Plans annual training/conference including program content, awards ceremony, theme, registration, entertainment, decorations, exhibiting, fundraising, and securing electronic resources.

Corporate Development - Solicits sponsor support for all activities of the Association, including exhibitors at conferences.

Electronic Resources - Manages the electronic communications for the Association, including researching new electronic initiatives. A member serves on the Conference Planning Committee.

Finance - Assists the Treasurer and secures the signed conflict of interest disclosure from each member of the Executive Board of Directors.

Fiscal Officers - Maintains a flow of information to the membership at large in dealing with the fiscal responsibilities of the financial aid process. Compiles and maintains a directory of fiscal officers. A Fiscal Officer Representative serves on the Conference Planning Committee.

Government Relations - Provides information to membership regarding legislative issues. As needed, communicates with Kansas Senators, House Representatives, and the Governor on financial aid issues.

Membership – Responsible for soliciting institution, associate and ex-officio membership in the association. The committee is responsible for providing initial KASFAA Association information to new members.

Outreach Training – Responsible for providing training and outreach to high school counselors and other partners in student financial aid in order to support efforts for annual completion of the FAFSA. These efforts include train the trainer events and updating a constituent resource page(s) on the KASFAA website.

Officer responsibilities include, but are not limited to, the following:

General: 1) Attend all Board of Directors Meetings, 2) Attend all Association Business Meetings, 3) Submit written reports for all meetings, 4) Submit Reimbursement Forms.

President-Elect – Chairs Conference Planning Committee which plans the KASFAA Conferences.

President – Presides over KASFAA Board Meetings; Serves on RMASFAA Board of Directors and attends all RMASFAA Board Meetings and annual RMASFAA Conference; Attends annual NASFAA Conference; Presents to the KASFAA Board proposals for future conference locations

Vice-President – Co-chairs Conference Planning Committee. Responsible primarily for session topics, assigning presenters and moderators, and preparing the conference program.

Secretary – Prepares and distributes minutes for Board and association meetings.

Treasurer – Serves on Conference Planning Committee. Submits non-profit report to Secretary of State. Prepares non-profit Corporate Tax Return. Reimburses members for qualified expenses.

Associate Member Representative – Acts as voting Board Member representing the interests of the associate membership and communicates Board plans and activities to Associate Members. Keeps KASFAA President informed of Associate Membership actions/decisions impacting the state.