



2018-19 COMMITTEE LIST

For additional information about each committee's purpose and structure, please see the KASFAA Policies and Procedures manual online. KASFAA needs participation from many members to successfully execute our mission! Please consider joining a committee!

Sign up to volunteer by going to <http://kasfaa.org/docs/forms/memVolunteer.html>.

Archive – Manages the collection and online storage of historical and financial documents. Working to compile a biography and history of KASFAA.

Association News & Publicity – Responsible for the distribution of the news and activities of the Association. The committee manages the blog, Facebook page, and Twitter account.

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

Corporate Support – Solicits sponsor support for all activities of the Association, including exhibitors at conferences. Coordinates fundraising event at annual conference.

Electronic Resources – Manages the website of the Association, including researching new electronic initiatives. Provides equipment and support for the annual conference sessions.

Finance – Assists the Treasurer with monthly reconciliation, accounting and other financial reviews. Executes an annual audit process. Makes recommendations to the Board regarding fiscal policies and procedures.

Fiscal Officers – Maintains a flow of information to the membership at large in dealing with the fiscal responsibilities of the financial aid process. Assesses training needs for fiscal officer members of the Association at the annual conference and other events, as interested.

Government Relations – Provides information to membership regarding legislative issues. As needed, communicates with Kansas Senators, House Representatives, and the Governor on financial aid issues. Leads efforts to celebrate Financial Aid Awareness month.

Membership – Maintains membership database and leads annual membership renewal efforts. Welcomes new members in various ways, including at an event at the annual conference. Develops mentorship efforts between 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.



2018-19 OFFICER LIST

In early fall each year, the membership will elect officers for the upcoming Board year, which begins when incoming officers are inducted at the annual conference. Please consider running for a seat on the board. It is the Past-President's responsibility to solicit nominees.

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 annual spring conference. Responsible for working with the hotel as well as the decorations, entertainment and awards sub-committees along with coordinating with electronic resources for equipment needs.

President – Presides over KASFAA Board and Business 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. Administers the annual Summer Institute scholarship application process.

Vice-President – Co-chairs Conference Planning Committee. Responsible primarily for session topics, securing presenters and moderators, and preparing the conference program. Also oversees the registration sub-committee and coordinates with fiscal officers and corporate support on their roles.

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

Treasurer Elect/Treasurer – Collects and records all Association income including membership dues, conference registration fees and corporate support. Submits non-profit report to Secretary of State. Works with accountant to submit non-profit Corporate Tax Return. Reimburses members for qualified expenses. **Note that this is a three year position where you serve the first year as Treasurer Elect, learning the role, and then one year as Treasurer. Your final year is as chair of the Finance committee.

Associate Member Representative – Acts as voting Board Member representing the interests of the associate membership and communicates Board plans and activities to Associate Members. Works with Corporate Support committee to solicit and attend to the needs of annual conference exhibitors. Assists with annual audit of KASFAA's finances.