

**THE KANSAS ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS**



VOLUNTEER GUIDE

TABLE OF CONTENTS

WELCOME AND THANK YOU	3
CORE VALUES	3
GOVERNING DOCUMENTS	3
By-Laws	3
Policies and Procedures Manual.....	3
Committee Handbooks.....	4
Strategic Long Range Plan.....	4
BENEFITS OF VOLUNTEERING	4
VOLUNTEER EXPECTATIONS	4
HOW TO VOLUNTEER	5
Committee Members.....	5
Committee Co-Chairs and Chairs	5
Officers	5
COMMITTEES	6
OFFICERS	7

WELCOME AND THANK YOU

Thank you for your interest in volunteering! Whether you are new to KASFAA and financial aid administration or you are already an experienced professional, the Board of Directors is excited for you to bring your time, energy, and talents to the Association.

KASFAA engages the services of professionals for several areas of operations, including website hosting, membership database management, annual IRS reporting, and financial advising. Beyond these services, all other KASFAA operations run entirely on volunteer power! KASFAA has no paid staff. Our volunteer structure requires 75 to 80 individuals each year to ensure we meet our goals and objectives.

The Board of Directors hopes that this volunteer guide will provide you the information you need to decide if volunteering for KASFAA is for you. The guide covers how to volunteer, what you'll be asked to do in your role, and what benefits you'll receive from participating. If you have any questions about volunteering, please visit www.kasfaa.org to find the contact information for the current President or President-Elect who can assist you!

CORE VALUES

The Kansas Association of Student Financial Aid Administrators (KASFAA) is a nonprofit association of post-secondary institutions and agencies who are interested in promoting the effective administration of student financial aid in the State of Kansas. At the heart of KASFAA's mission are four guiding core values:

- A. Friendships - to foster and promote standards of professional preparation, effectiveness, recognition, and association of student financial aid administrators and counselors at institutions of higher education and other public and private agencies/organizations concerned with or engaged in the support and/or administration of student financial aid.
- B. People - to serve the needs and interests of students, faculties, and administrators of institutions of higher education, and public and private agencies/organizations administering student financial aid by promoting and facilitating the coordination of student financial aid programs.
- C. Association Governance - to promote and facilitate communication among institutions of higher education and other public and private agencies/organizations.
- D. Training - to stimulate, promote, and conduct training, research, cooperative experiments, education, conferences, and other related activities as are desirable or necessary in fulfilling the purposes of the Association.

Evident in these core values is the Association's goal to be of service. We are of service to each other in the training we conduct and in the development of collegial connections and friendships. We are also in service to individuals outside of the Association as we work to meet the needs of students, families, counselors, legislators, and the public with respect to financial aid. Volunteers are crucial to fulfilling this service-oriented philosophy.

GOVERNING DOCUMENTS

As a volunteer, you should become knowledgeable with the guidelines used for the operations of the Association. Please take some time to review the following governing documents found at www.kasfaa.org.

By-Laws

The By-Laws contain instructions that rule the organization as a whole. Bylaws can only be changed by membership vote and only after notification of a proposed change has been approved by the KASFAA Board of Directors and announced to the entire membership within 30 days of the annual business meeting. By-laws are purposefully broad and govern the big picture items for the organization.

Policies and Procedures Manual

The KASFAA Policies and Procedures manual contains instructions that govern the annual operation of the Association. They are written to guide decision-making and activity within the organization as a whole. The P&P manual may only be changed with approval by the Board through an official vote. Policies and

Procedures remain broadly focused but provide more detail on each committee's purpose, responsibilities, composition, and service expectations.

Committee Handbooks

The KASFAA Committee Handbooks contain the instructions that govern the monthly and annual tasks of each committee. Timeline information is contained in these documents to help volunteers understand time commitments and expectations of the committee chair, co-chair and members. Handbooks are updated annually by committee chairs.

Strategic Long Range Plan

The KASFAA Strategic Long Range Plan is written and approved by the Board every three years. In a SLRP, the Association identifies the priority areas and goals toward which it wishes to work in the given span of time. Every goal in a SLRP is assigned to one or more committees or officers to ensure it is carried out. Therefore, not only do committees have their regular duties spelled out in the P&P manual and their handbooks but they also have special tasks assigned to them as part of the SLRP.

BENEFITS OF VOLUNTEERING

Volunteering with an organization whose mission is important to you can be incredibly worthwhile. Our members all work for post-secondary institutions or public/private agencies that are interested in promoting the effective administration of student financial aid in the State of Kansas. Not only does volunteering make a difference to our constituents, it also can have positive benefits for you as the volunteer!

- Volunteering connects you to others. When asked about why they volunteer, many long-time KASFAA members will say it is because of the people. Making new friends who work in your same field means you have more people to reach out to for help, connection, and networking. It's a great way to widen your professional network but also to create lasting friendships that can grow outside of the workplace.
- Volunteering is good for your body and your mind. Giving time to an organization that is important to you can help you combat stress, depression, and anxiety. Volunteering can provide you with a sense of purpose and increase your sense of accomplishment.
- Volunteering can help advance your career. When you volunteer with a KASFAA committee, you will learn about teamwork, communication, and project management. Depending on your role, you may also improve your public speaking skills, learn how to read financial documents, or utilize your writing abilities. Being involved is a great resume builder and an opportunity to further your leadership potential. It can also be a way to grow professionally even if you are not eligible for or interested in promotion at your place of employment.

Every year, the President selects a Committee of the Year to recognize for its outstanding work the previous year. The members of the committee are presented with a certificate and the past winners are listed at www.kasfaa.org.

VOLUNTEER EXPECTATIONS

KASFAA recommends that you request permission from your institution or supervisor to volunteer in order to obtain support for your involvement.

When you agree to volunteer, you agree to "show up" and contribute to your committee's efforts. With few exceptions, most committee work is done remotely, either via email or by regularly scheduled conference calls. In the event that your committee does meet in person, travel expenses are typically not covered by the Association.

Committee chairs have the most responsibility. They are expected to schedule regular committee meetings, maintain the committee handbook, and provide written and oral reports of the committee's work at quarterly Board meetings and the annual business meeting. Committee chairs also have the opportunity to request funds during the annual budget call to support the work of their committee. The chair is responsible for

keeping their committee within that approved budget. Co-chairs should be copied on all communications the chair has about KASF AA work for purposes of training and redundancy in case of the chair's absence.

All other committee members are expected to contribute to the work of their committee by attending scheduled meetings, volunteering for sub-committees or projects, and completing their assigned tasks in a timely manner. Reviewing the governing documents of the Association, particularly the committee's handbook, is an expectation of all volunteers as well.

The time commitment for KASF AA involvement will vary depending on the committee and the time of year. Volunteers can expect to spend at least a few hours per month on their committee tasks. Committees that are responsible for events (annual conference, outreach trainings, professional development trainings) will have additional time commitments to execute these events. When you are considering the opportunity to volunteer, if you have questions about the time commitment of a particular committee, please reach out to the incoming committee chair or the President-Elect to get a more specific estimate on time commitment.

HOW TO VOLUNTEER

Committee Members

KASF AA's volunteer year starts after the annual conference in April and runs until the next conference. It is the responsibility of the President-Elect to solicit and assign volunteers to all KASF AA committees, with final appointments approved by the President. Typically, in April of each year, there will be a call for volunteers distributed to active members by email. Anyone interested will be directed to fill out an online volunteer form listing their preferences for committee assignments. The President-Elect will then fill the committees and notify participants. If you wish to volunteer at another time of the year, please reach out to the President-Elect about possible open volunteer slots.

KASF AA aims to recruit at least one member new to volunteering for KASF AA for each committee every year. KASF AA also aims to not assign any one person to more than one committee. The Board recognizes that the fastest way to burn out volunteers is to expect them to do more than their fair share! Everyone is welcome to volunteer, no matter how much experience you have or your length of service to the organization. Volunteering with KASF AA is a great first step to later volunteerism with RMAF AA and NAF AA.

Committee Co-Chairs and Chairs

The President-Elect will select committee co-chairs each year, from the pool of general committee volunteers, in consultation with that year's incoming committee chairs. The co-chairs selected would serve one year as co-chair and then become chair of that committee at the same time that the President-Elect becomes President. In this way, the President-Elect gets to influence who will be the members on his or her Board of Directors.

Officers

Each year, the membership elects officers for the upcoming Board year, which begins when incoming officers are inducted at the annual conference in April. If you would like to run for office, you would want to make your interest known to the Past President, as it is this person's responsibility each year to solicit nominees for the slate. While not required, it is helpful to have served as a committee chair before running for office. The officers are voting members of the Board of Directors.

- President-Elect/President/Past President – three year term
- Treasurer-Elect/Treasurer/Finance Chair – three year term (only a voting member as Treasurer)
- Associate Member Representative – two year term
- Vice-President – one year term
- Secretary – one year term

COMMITTEES

More details on each committee's responsibilities can be found in the Policies and Procedures manual.

Archive – Manages the collection and online storage of historical and financial documents. Works to compile a biography and history of KASFAA. A great committee for those who are sentimental OR those who want to throw everything away! Five total members.

Association Governance – Conducts elections of officers and reviews and updates the Association's governing documents annually. Membership on this committee is not open to volunteers, as it is comprised of the president, president-elect, and three immediate past presidents. Five total members.

Association News & Publicity – Publishes the news and activities of the Association and lets those outside the Association know about our work and what resources we have to offer. Creative types wanted! The committee manages the blog, Facebook page, and Twitter account. Seven total members.

Conference Planning – Plans annual spring conference, including program content, awards ceremony, theme, registration, entertainment, decorations, exhibiting, fundraising, and electronic resources. If you love to plan events or have ideas about training, this is the committee for you! Twelve total members.

Corporate Support – Solicits sponsor support for all activities of the Association, including exhibitors at conferences. Coordinates fundraising event at annual conference. Associate and institutional members are desired to help spearhead fun and engaging fundraising efforts! Seven total members.

Electronic Resources – Manages the website of the Association, including researching new electronic initiatives. Tech savvy individuals wanted! Three total members.

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. If you're a numbers person, this one is for you! Five total members.

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. Four total members.

Membership – Maintains membership database and leads annual membership renewal efforts. Welcomes new members in various ways, including an event at the annual conference. Develops mentorship efforts between members. If you love maintaining data and keeping organized records and be welcoming and friendly, this is where you belong! Seven total members.

Outreach Training – Responsible for providing training to high school counselors and other partners 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. If you love teaching and sharing your passion for financial aid, try this committee! Twelve total members.

Professional Development – Plans training events for KASFAA members separate from the training offered at the annual conference. These sessions may focus on NASFAA U credentialing opportunities or other topics, based on member feedback. This committee needs individuals who love to plan, organize, and execute! Eight total members.

OFFICERS

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 and awards sub-committees along with coordinating with electronic resources for equipment needs and corporate support. At the end of the year of service, President-Elect becomes President. The person in this role receives financial support to attend the NASFAA Leadership & Legislative Expo.

President – Presides over KASFAA Board and business meetings. Serves on RMASFAA Board of Directors and attends all RMASFAA Board meetings and annual RMASFAA conference. Presents to the KASFAA Board proposals for future conference locations. Administers the annual Summer Institute scholarship application process. At the end of the year of service, President becomes Past President. The person in this role receives financial support to attend the NASFAA annual conference and the RMASFAA annual conference.

Past President – Chairs the Association Governance committee, which proposes changes to the Association By-Laws and Policies & Procedures manual as well as conducts the nomination and election process for officers each year.

Vice-President – Co-chairs Conference Planning committee. Responsible primarily for session topics, securing presenters and moderators, and preparing the conference program. Oversees the registration and entertainment sub-committees and coordinates with fiscal officers and membership committees.

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

Treasurer Elect/Treasurer – Collects and records all Association income including membership dues, conference and training 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 the elected member serves the first year as Treasurer Elect, learning the role, and then one year as Treasurer. The final year is as chair of the Finance committee. In the first year, as Treasurer Elect, this person receives financial support to attend the NASFAA Leadership & Legislative Expo.

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.