

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



**POLICIES AND PROCEDURES MANUAL**

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## **ASSOCIATION MISSION & PURPOSE**

As part of KASFAA's Strategic Long-Range Plan for 2018-2021 approved by the Board in April 2018, the Association's mission, vision, philosophy, and objectives are as follows:

### **KASFAA Mission**

The Mission of KASFAA is to assist college students in the State of Kansas with accessing the maximum available student financial aid possible through its commitment to training and professional development opportunities for the members of the Association.

### **KASFAA Vision**

The Vision of KASFAA is to be one of the most reliable and valuable resources for student financial aid support in the State of Kansas.

The Association has sought to ensure access to post-secondary education for the many students of this state through a variety of efforts in professional development, information dissemination, legislative and regulatory analysis. We are reminded of our charge to provide resources and services to all students attending post-secondary education, recognizing that college costs are rising while state and federal funding levels remain uncertain. KASFAA believes that competent and well-informed agencies and institutional financial aid administrators are vitally important if students are to receive the financial assistance to which they are entitled as they pursue post-secondary education.

KASFAA also recognizes the benefit of a strong alliance of professionals committed to the understanding of federal regulations, as well as the responsibility to inform the public of the changes in the delivery of Title IV and State of Kansas funding. The Association is diligent in the evaluation of the application process, congressional methodology and fair and equitable treatment of all professional judgment decisions. The strength of this alliance provides support in the interpretation and application of regulatory changes that continually occur.

KASFAA is committed to providing training to its members. While KASFAA provides numerous opportunities to participate in formal training sessions provided in formal settings, we also reinforce the importance of volunteerism. Participating in Board and committee roles/activities are valuable to both the Association and the individual. The intent is not only to ensure that financial aid is properly administered to all students, but to assist each member in their own professional development and growth, which will benefit both the individual and their member institution. This development today will provide the leaders of tomorrow.

### **KASFAA Philosophy**

The Kansas Association of Student Financial Aid Administrators ascribes to the general principle and purpose that student aid should provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Association will adhere to the National Association of Student Financial Aid Administrators "Statement of Ethical Principles."

The Association is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources, or a lack of knowledge of the financial aid delivery system or application process. It is a goal of the Association to assist those seeking assistance through all Title IV regulations.

The Association is committed to addressing issues of diversity affecting the Association and the student populations served by its membership through the various committee functions. Part of the philosophy of the Association is to assist members with professional development opportunities at annual meetings. Our mission is to counsel, verify, assess need, determine, and monitor eligibility, award aid, develop procedures, prepare budgets, report, ensure quality, and provide a work environment that stresses professional growth and

development.

The Core Values and Purposes as defined in the KASFAA By-Laws serves as our Code of Ethics.

## **KASFAA Objectives**

These Priority Areas were approved April 5, 2018 as part of the 2018-2021 Strategic Long-Range Plan.

- **Priority Area 1:** Friendships, Volunteer & Leadership Development, and Networking
  - Goal 1: Diversify the volunteer pool and provide structured encouragement and training for volunteers.
  - Goal 2: Create more defined channels for leadership development and provide support and training for those who do step into leadership roles.
  - Goal 3: Welcome new members more intentionally and work to build stronger relationships and connections between all members.
  - Goal 4: Maintain accuracy in the membership database and evaluate membership renewal policies.
- **Priority Area 2:** Access, Advocacy and Outreach
  - Goal 1: KASFAA will localize tools and events to expand participation in advocacy efforts at both the state and federal levels.
  - Goal 2: Explore ways to connect directly with high school counselors and students for the purpose of answering questions and assisting with the financial aid process.
  - Goal 3: KASFAA will monitor and encourage FAFSA completion for the state of Kansas leveraging technology to assist high school counselors in holding financial aid nights throughout the Fall and early Spring.
- **Priority Area 3:** Association Governance
  - Goal 1: High quality record keeping, archiving and historical biography development.
  - Goal 2: Define roles of committees and committee chairs. Define transition from one year to the next for officers and committees.
  - Goal 3: Website redesign – Review the association needs in a website.
- **Priority Area 4:** Training and Professional Development
  - Goal 1: Provide site-based training throughout the state to ease impacts on budgets making this available through one day sessions with the possibility of expanding into other areas through webinars.
  - Goal 2: Utilization of our corporate partners to enhance and develop our trainings and the methods which they are delivered.
  - Goal 3: Professional Development and Enhancement.
- **Priority Area 5:** Fiscal Stability and Financial Health
  - Goal 1: Strengthen the financial integrity of the association by exploring opportunities for future financial growth.
  - Goal 2: Strengthen the financial integrity of the association by increasing transparency.
  - Goal 3: Strengthen the financial integrity of the association by developing additional internal controls.

## **ASSOCIATION POLICIES AND PROCEDURES**

This Policy and Procedures Manual defines general policies of the Association. It is intended as a guide to the officers and committee chairpersons for the effective administration of the activities of the Association. This manual also provides the necessary information about the Association Governance to the General Membership.

This manual shall be reviewed annually and updated as necessary to ensure that policies and procedures are consistent with current practices and regulations. Updates and amendments other than those which are editorial in nature will be reviewed by the Association Governance committee and then forwarded for approval

by the Board of Directors prior to publication. Editorial updates are those that correct errors in grammar, change formatting (i.e. font size/type), or change wording to provide consistency within the document.

## **GENERAL POLICIES AND PROCEDURES**

### **Financial Policies**

#### **Funds Management**

The Association has a priority to conduct its business in a way that is efficient and as cost-effective as possible, while ensuring sufficient transparency and accountability. With the use of technology and an appropriate system of multiple users accessing each system independently, the financial leadership will ensure members' funds are managed appropriately.

Fund management is comprised of four critical roles:

- Board Chair & Board of Directors – Financial oversight
- Finance Committee Chair – Reconciliation and account oversight
- Treasurer – Input into QuickBooks and generating reports for reconciliation and other activities. Participate in training, do follow-up with individuals from whom we haven't received payment, and ensure the timeline for all activities are met.
- Treasurer-Elect – Participate in training, do follow-up with individuals from whom we haven't received payment, and ensure the timeline for all activities are met.

The Treasurer will keep all the Association funds in an insured account with reasonable fees that are the most advantageous to the Association. The Association will maintain a reasonable balance for cash flow. Since the critical costs are associated with conference expenses, the bank account balance should cover the average conference deposit costs.

Accurate records will be kept using an established system (currently QuickBooks) reflecting the income and expenses of the Association. Bills will be paid in response to invoices, cash receipt, Association credit card records, and/or a Reimbursement of Expense Voucher. Any bills for which there is not direct correlation to Association expenses will be forwarded to the Board of Directors for review and action.

Unbudgeted reimbursement requests for more than \$500 must be submitted to the Board of Directors for approval.

The bank statements will be reconciled monthly with the QuickBooks file by the Chair of Finance Committee. The review should be complete before the next month's process begins. Discrepancies will be brought to the attention of the Board of Directors.

The Treasurer's records in QuickBooks will be reviewed annually at the close of the fiscal year. The review will be completed by the Associate Member Representative, the Finance Committee Chair and one active KASFAA member that is not on the board (recommended active member of Finance committee). An internal review guide will be followed to prepare this review. They will submit their findings by written report to the Board of Directors. This should be completed by the fall board meeting with the report presented at the fall board meeting.

An external review will be conducted at the request of the Board of Directors.

Any payment or check with an amount over \$500 should be approved in writing by the President and one additional authorized officer such as the appropriate committee chair, finance chair, or another executive board member prior to payment by the Treasurer. The payment will be approved by the Treasurer when he or she

inputs it into Quickbooks. No check or payment will be made payable to Cash or Tender. Any check or payment to the Treasurer, Treasurer-Elect or finance chair must be approved in writing by the President.

### **Accounts and Account Access**

#### Emprise Checking Account (individuals authorized as signers):

Treasurer, Treasurer-Elect, President, President-Elect, Past-President

*View only access to checking account: Finance Chair*

#### Online Emprise eBusiness access (able to pay bills online):

*Full Access to checking: Treasurer and Treasurer-Elect*

*View only access to checking account: President, President-Elect, Past-President and Finance Chair*

#### Emprise Credit Cards (individuals who have a credit card):

Treasurer, President, President-Elect and Past-President

#### Online Emprise - Visa Credit Card access (able to pay bills online and review transactions):

*Full Access to credit cards: Treasurer and Treasurer-Elect*

*View only access to credit card assigned to them: President, President-Elect, Past-President*

#### QuickBooks:

*Full Access: Treasurer and Treasurer-Elect*

*View Only Access: President, Audit Firm, Past-Treasurer (During treasurer transition)*

#### Charles Schwab Investment Account:

*Full Access: Treasurer, Treasurer-Elect, President*

*Full Access Online: Treasurer, Treasurer-Elect, Finance Chair*

*View Only Access (if available): President, President-Elect, and Past-President*

PayPal Payments Pro (online payment processing): Treasurer and Treasurer-Elect

### **Investments and Reserves**

#### Purpose

The primary purpose of this policy is to safeguard the funds of the association to cover operating expenses and all outstanding contractual agreements. The secondary purpose of the policy is to earn investment income to meet strategic goals of the Association as defined by the Board of Directors.

#### Allocation of Funds

KASFAA funds will be divided into the following categories in order to meet cash flow needs for KASFAA operations and to provide short-term and long-term investment of remaining funds.

1. The Operating Fund is defined as the funds used to meet anticipated program and general operating expenses in a timely manner. The objectives of the Operating Fund are, in order of priority, daily liquidity, preservation of principal, and investment returns, if any returns are available in an account that provides daily liquidity.
2. The Investment Fund is defined as the funds in excess of the Operating Fund. It is divided into Short-Term and Long-Term components.
  - a. The purposes of Short-Term Investments are to replenish the Operating Fund as needed to provide financial stability for operations in the event of an unforeseen emergency or prolonged economic downturn and to provide additional liquidity. The objectives of Short-Term Investments are, in order of priority, preservation of principal, monthly liquidity, and improved investment returns over those of the Operating Fund.
  - b. The purposes of the Long-Term Investments are to build principal and to provide funding to enhance existing KASFAA programs or to sponsor new initiatives. The objectives of the Long-Term Investments are, in order of priority, to preserve the purchasing power against the effects of inflation and to provide a total return (realized and unrealized capital appreciation plus dividend and interest income) commensurate with the level of investment risk assumed and

approved by the Board of Directors.

#### Accounts and Investment Vehicles

The Operating Fund shall be an FDIC insured checking account. As of July 2018, KASFAA's checking account is with Emprise Bank, a Kansas-owned, community bank headquartered in Wichita, Kansas with 37 locations across the state.

The Short-Term Investment Fund could include Certificates of Deposits (CD), an FDIC insured money market deposit account or short-term Treasury bills (T-bills). These options invest in short-term, liquid securities. As of April 2019, KASFAA is using three-month T-bills to realize our Short-Term Investment Fund. These T-bills are purchased for us and held by Lynx Investment Advisory LLC. These funds will be held as a separate line item in our Charles Schwab investment account.

The Long-Term Investment Fund is a Charles Schwab investment account managed by Lynx Investment Advisory LLC through an arrangement made for states and regions by NASFAA. According to the arrangement, Lynx invests funds according to the NASFAA investment policy as outlined in NASFAA's Policies and Procedures manual. (Current asset allocation guidelines can be requested from NASFAA.) The fees associated with this account are less than would be found elsewhere because of leveraging the size of NASFAA's portfolio and having KASFAA investments mimic that structure. NASFAA's investment strategy has the oversight of the NASFAA Financial Affairs Committee (FAC) that meets with the advisors and holds them accountable for the various portfolios. KASFAA chose to invest with Charles Schwab because of oversight of the NASFAA FAC and their designated professional advisory company, the low fees, and the success of the NASFAA portfolio. The initial investment was made in July 2018.

#### Budgeted Fund Levels and Transfers between Funds

In late spring or early summer, the chair of the Finance Committee and the Treasurer will lead a budget planning meeting. The drafted annual budget will then be reviewed, amended, if necessary, and approved by the Board of Directors at the summer board meeting. This budget will include income and expenses for the regular activities of the Association as well as any expenses anticipated in the upcoming year to meet strategic goals adopted by the Board of Directors. The Board must balance the desire to preserve the principal of the Investment Fund with the goal to use reserves to carry out the mission and vision of the Association as outlined by the Strategic Long-Range Plan currently in effect.

The Operating Fund balance as of the start of the fiscal year shall be sufficient to cover the budgeted expenses for the upcoming year. The Short-Term Investment Fund as of the start of the fiscal year shall equal 50% of the Association's annual operating budget, averaged from the prior three years, or \$30,000, whichever is higher. The remainder of the Association's assets should be held in the Long-Term Investment Fund.

The Treasurer shall be responsible for transferring funds between the Operating Fund and the Short-Term and Long-Term Investment Funds to meet these goals annually. The direction of this transfer may vary by year.

#### Utilization of Investment Returns

The Long-Term Investment Fund will experience year-to-year fluctuation in returns. Some years, the fund will have a positive annual return and some years a negative return, based on the market. It is the goal of the Board of Directors to withdraw investment income from the Long-Term Investment Fund to help fund the annual budget. This allows the Association to cover its operational and strategic expenses without a budget deficit when other sources of income are insufficient to cover expenses.

Prior to the budget planning meeting, the Finance Committee Chair will contact Lynx Investment Advisory to obtain the three-year average annual rate of return on the KASFAA/NASFAA portfolio, as of April 30. The dollar amount that corresponds with one-half of that rate of return will be included in the upcoming year's budget as a



revenue line item. If approved by the Board, the Treasurer will request a transfer of funds from the Long-Term Investment Fund to the Operating Fund. If the three-year average annual rate of return is negative, no funds will be moved.

### Oversight and Reporting

The Board of Directors is ultimately responsible for KASFAA's assets as well as this Investment and Reserve Policy. The Board delegates oversight authority to the Finance Committee to monitor KASFAA's funds for compliance with the policy.

Lynx Investment Advisory provides online access to monthly performance reports for the Long-Term Investment Fund to the President, Treasurer, and Finance Committee Chair. The Finance Committee Chair will provide a summary of the performance of the account to the Board of Directors at each board meeting.

As part of the services provided by Lynx Investment Advisory, KASFAA can receive investment guidance at any time from our designated investment advisor(s).

### **Expense Reimbursement**

Travel expenses for quarterly board meetings are not covered by the Association. Those volunteering for officer and committee chair roles are encouraged to request permission from their institutions to obtain reimbursement for these meetings, if needed.

Travel expenses required of a committee member to fulfill the responsibilities of the committee may be reimbursed, if requested. This may include travel to serve as a presenter or trainer or for event planning purposes. All expense reimbursements will be approved by the committee chair or an officer prior to being paid on a form provided. Chairs of committees (Outreach Training, Professional Development, Conference Planning) should include travel reimbursement expenses as part of their anticipated budget. Car expense reimbursements will be paid at the prevailing IRS rate. Reimbursement for overnight hotel stays will be reimbursed as needed. However, committees are always encouraged to seek out members local to the area when choosing presenters or when doing site visits for conference planning to keep hotel costs to a minimum.

The President-Elect, President, Past President, and Treasurer-Elect have travel expenses associated with fulfilling the obligations of their offices. Generally, conference travel specified below includes registration fee, airline tickets, baggage fees, parking, travel to airport/hotel, hotel, and meals not covered at the conference. Additional expenses not referenced below may be reimbursed with the approval of the Board of Directors.

- Treasurer-Elect: NASFAA Leadership & Legislative Expo
- President-Elect: NASFAA Leadership & Legislative Expo
- President: NASFAA Annual Conference, RNASFAA Annual Conference, State Gift for RNASFAA (Each state President presents a gift at the RNASFAA conference to be given away as a door prize during the conference with approximate value of \$75 - \$100.
- Past-President: The Past President serves as the state delegate during the initial board meetings at the RNASFAA Annual Conference. KASFAA covers costs for the state delegate to attend the Fall RNASFAA Board Meeting (RNASFAA will cover the cost of the hotel room for the Board Meeting; KASFAA generally covers travel and other related cost). Any costs not related to the Fall RNASFAA Board Meeting are incurred at the member school's costs (KASFAA does not pay for the Past-President to attend the RNASFAA Conference). RNASFAA is responsible for covering costs associated with other board meetings not held in conjunction with the annual conference.

Board Meetings: There is a separate line item in the budget for expenses related to having KASFAA board meetings, including items such as parking passes, room rental, and meals/snacks.

Free rooms granted by a conference site facility, will be utilized first by a conference presenter for whom

KASFAA is responsible for housing, then the President of the Association, then the President-Elect, then the Vice President, in that order.

Presenters from outside the Association will be reimbursed for necessary expenses which may include travel, meals, and/or housing. Members of the Association and/or Department of Education personnel will not be reimbursed.

Honorariums or consultant fees will be paid by the Association to presenters whom the Conference Planning Committee deems appropriate for participation at a KASFAA meeting.

### **Association Credit Cards**

Corporate credit cards under the name of KASFAA are available for use by the President, President-Elect, Past President and Treasurer.

- The Treasurer shall arrange with the card provider for the issuance of a corporate credit card to each authorized individual for use at the beginning of that individual's term of office.
- Credit card users shall promptly submit all charge slips to the Treasurer with an explanation of the charges. The monthly credit card bill will be sent to and paid by the Treasurer. All bills will be paid in full each month.
- The corporate credit card must be returned to the Treasurer and canceled by the Treasurer no later than two months following the end of the term of service of the cardholder.

### **Write-off Policy**

When an invoice, membership dues, or conference fee has been unpaid for over 8 months with at least two reminders, the amount will be written off and included in the uncollectible line item. The member will have their membership suspended and will not be reinstated unless they pay the \$50 reinstatement fee.

### **Membership & Conference Management Systems**

KASFAA will utilize a membership and conference management system that will allow the volunteer leadership to manage the membership and conference registration process as volunteer leaders. Currently, that system is Member Leap. Payments for membership, conference and sponsorship are managed within MemberLeap and an online payment processing gateway established with PayPal Payments Pro. KASFAA prefers that payments for memberships, conference and sponsorships are submitted by credit card. If a check must be issued, it should be sent to the address designated by the Treasurer. Membership, registrations, and event sponsorships will not be documented in financial or public records until payment is received.

Each year, after elections of new officers and appointment of new committee chairs, the Electronic Resources Committee Chair will grant access according to the website update charts in the ERC handbook.

### **Conference Registration Fees**

Institutional members and Associate members in good standing will pay the full conference registration. Full payment applies regardless of in-kind services rendered in connection with the conference. Non-members will pay a higher rate as established by the Board of Directors annually. Member and non-member presenters who are not attending other conference sessions or activities are not responsible for paying a registration fee. Exceptions to these rules can be made with approval necessary from the Chairperson of the Conference Planning Committee.

### **KASFAA Training/Conference Cancellation/Refund Policy**

1. All requests for cancellations/refunds shall be in writing to the Treasurer
2. A 100% refund shall be granted if the request is postmarked at least 5 BUSINESS days prior to the start of the activity. The Treasurer shall confirm that the fee was received and issue the refund.

3. Exceptions for extenuating circumstances to item #2 may be granted upon approval of the Treasurer, Vice President, and President. Decisions will be made on a case-by-case basis and may result in a partial or full refund. The decision of the three officers is final.
4. The Registration Cancellation/Refund Policy shall be published in all relevant association conference/training materials, including the online Registration Form and Training/Conference Program.

**Budget Guidelines**

Membership fee structure for all member categories is set by the Board of Directors at their first budget meeting and adopted upon approval of the annual budget.

**Conference Contracts**

Because of the expensive nature of conferences, contracts will be sought a minimum of three years in advance to ensure the best bargaining position and hotel availability. When at all possible, the selection of sites and hotels shall follow the schedule outlined below:

Conference/Training Year	Site Proposal Presentation	Hotel Contract Approved
2022 – Spring Conference	2019 Fall Board Meeting	2019/20 Winter Board Meeting
2023 – Spring Conference	2020 Fall Board Meeting	2020/21 Winter Board Meeting
2024 – Spring Conference	2021 Fall Board Meeting	2021/22 Winter Board Meeting
2025 – Spring Conference	2022 Fall Board Meeting	2022/23 Winter Board Meeting
2026 – Spring Conference	2023 Fall Board Meeting	2023/24 Winter Board Meeting
2027 – Spring Conference	2024 Fall Board Meeting	2024/25 Winter Board Meeting
2028 – Spring Conference	2025 Fall Board Meeting	2025/26 Winter Board Meeting

Site Proposal: Provide for the Board a well-reasoned argument for two cities proposed as potential conference sites in order to ensure competition for hotel contract negotiations. Include considerations for hotel availability and convenience to membership. Review the list of previous conference sites and aim for variety of locations from year to year, including western and central Kansas.

Hotel Contract: Provide a minimum of two hotel contracts to consider (if possible). Prior to presenting the contracts at the board meeting, have them reviewed by the Association Governance Committee. Once the Board votes and selects a contract, the President shall sign the contract with the venue and work with the Electronic Resources committee chair to post the contract to the archive of the KASFAA website.

**Conference Fundraisers**

It has been customary to hold an annual conference fundraiser as part of the entertainment during the spring conference. This event is typically planned and organized by the Corporate Development committee. Recipients of the proceeds are identified and approved by the KASFAA board of directors.

Proceeds may be given to a charitable program. This is typically an organization located in the community in which the conference is held. To comply with federal standards for non-profit, charitable organizations, the mission, and goals of the recipient of the funds must align with KASFAA's mission and goals. The request for approval must contain an explanation of how the recipient meets this standard. The award amount is to be determined in consultation with the KASFAA executive board and the recipient invited to receive the funds on the final day of the conference.

Proceeds from the event have also been used to increase the RMAFAA Summer Institute scholarships given by KASFAA. The number of additional scholarships depends on the amount raised.

Finally, proceeds from the event have also been awarded in the form of a need-based scholarship to be given to

an enrolled student at a school or schools selected from a random drawing of current institutional members or as designated by the Board of Directors.

The criteria for determining how many schools are selected is contingent on the amount of money raised and is distributed as illustrated in the chart below:

\$0 - \$499	One School
\$500 - \$999	Two Schools
\$1000 - \$1499	Three Schools
\$1500 - \$1999	Four Schools
\$2000 - \$2499	Five Schools
\$2500 - \$2599	Six Schools

Additionally, the following rules for need-based scholarships apply:

- The money collected will be divided equally among the schools selected
- A school is not eligible to receive the scholarship in two consecutive years but will be eligible the following years.

### **Corporate Sponsorships**

The Corporate Development committee oversees the soliciting of annual sponsorships from organizations wishing to donate to support the work of the KASFAA organization.

### General Funds Support

A contribution to the general fund supports the following KASFAA initiatives –KASFAA Annual Spring Conference, High School Workshop Training, and other training activities as well as general operating functions. Additional support will be recognized by the organization in the annual spring conference program.

### Exhibit Opportunities

The contribution for exhibiting at the annual spring conference reserves booth space for your organization and promotional materials at the annual spring conference. All exhibitors must abide by the following conference exhibit policies:

### KASFAA Conference Code of Conduct:

- Exhibitors shall not provide any gift or give-away items of more than nominal value (i.e. less than \$10 fair market value).
- Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways later in excess of the stated nominal value.
- Only exhibitors with paid exhibitor fees will be allowed to set up a booth at the conference.
- Booths are randomly assigned prior to the conference. Every consideration is given to provide exhibitors with prime locations and visibility.

### Corporate Support Amounts

General funds support can be of any amount as determined by the donor. Exhibitor fees are set annually as part of the budgeting process. Traditionally a flat, exhibitor rate is charged with a discounted rate charged to members of the association and for early registration. Exhibitors must also register and pay for conference attendance in addition to paying the exhibitor fee.

### **Scholarships**

KASFAA has traditionally provided four full registration scholarships for KASFAA members to attend RMAFSA Summer Institute training in the summer months. The registration fee covers lodging and meals for the week.

All travel expenses must be covered by the attendee's institution. At the Board's discretion, additional scholarships may be provided if additional funds are available. Applications for the scholarship are posted online and available in December annually. Applications for the scholarship are due by February 1 each year. The Board reviews and votes to choose the recipients, who are then notified by March 15 so they can register for Summer Institute. Winners are selected and recognized at the Spring conference. Winners are asked to contribute back to KASFAA as payment for their selection by volunteering for KASFAA board service, committee service, and/or presenting at the annual spring conference.

## **Elections**

Election of officers of the Association will be coordinated and implemented by the Association Governance Committee. It is an institutional responsibility to make certain that any individuals otherwise eligible to vote (see definition in the by-laws) are included on the membership master list prior to the election. Any person not included on the membership master list at that time may not vote in the election.

The election process will occur online through KASFAA's website. The Association Governance Committee will conduct an election by soliciting possible candidates from the membership. The slate of candidates, including biographical information and pictures, will be posted on [www.kasfaa.org](http://www.kasfaa.org) and voting will commence by September 15. The online ballot should be disabled by October 15. The Association Governance Committee Chair will review the election results and announce the outcome of the election by November 1.

Newly elected officers will begin working with current officers immediately following the announcement of the election results to ensure a seamless transition.

## **Removal of a KASFAA Executive Board Member or KASFAA Board Member**

The board of directors may remove a director who:

- Has been declared of unsound mind by a final order of court;
- Has been convicted of a felony;
- Has missed several board meetings; or,
- Does not satisfy at the time any of the qualifications for office or board of directors as set forth in the bylaws or policies and procedures, if the decision that the director fails to satisfy a qualification is made by the vote of a majority of the directors who meet all of the required qualifications.

Except as otherwise provided in the bylaws or policies and procedures, an officer or committee member who is appointed by persons other than the membership may be removed with or without cause by those persons.

## **Electronics and Social Media**

### **KASFAA Website**

#### *Oversight & Procedure for Updating the Website*

The Electronic Resources committee serves as the main point of contact between KASFAA and the KASFAA website provider. It is assumed by KASFAA that each committee chair and each officer is responsible for the information on the website relating to their committee and/or office. Emails to change information on the website should be sent directly to the Electronic Resources chair (or co-chair), who has administrative access to make updates. The procedures for updating committee handbooks and uploading committee minutes and reports are included in the Committee Chair Guide.

#### *Website Provider*

KASFAA's website provider is housed and maintained by MemberLeap (<https://www.memberleap.com/>). MemberLeap is a membership management solution built by Vieth Consulting. It has tools for: member management; communications; website development; event management; mobile applications; and online

payment processing.

#### *Address and Password*

Current URL: [www.KASFAA.org](http://www.KASFAA.org). User rights are annually assigned by the Chair of the Electronic Resources committee following officer installation and committee transition at the annual Spring Conference and not before. The Electronic Resources Committee Handbook outlines these user rights and permissions. Users use their unique membership username and password to enter and manage their authorized area of the website.

### **KASFAA Blog**

#### *Purpose*

The blog is utilized to post articles, updates, and events that are not appropriate for Facebook. Articles for the blog will include but are not limited to officer and committee reports, committee articles, member articles, and institution updates.

#### *Oversight*

Administrators of the blog will consist of the Association News & Publicity Chair and Co-Chair.

#### *Address and Password*

The blog is currently operated by WordPress.com and located at <https://kasfaa.wordpress.com/>. Passwords for blog access are maintained by the Association News & Publicity committee chair and co-chair, shared with the President, President-Elect and Past President and should be updated each time the committee changes leadership.

#### *Article Submission Guidelines*

- Articles must not promote a specific lender, service, or product for sales that benefits a specific member of KASFAA.
- Articles must not promote a specific institution for the purpose of sales, marketing, or recruitment for any institution, member, or non-member of KASFAA.
- Articles may be signed by the writer and specify the institution/industry of the writer.
- Articles may have writer contact information and website but cannot promote products and services in anyway on article.
- Any articles that do not meet the submission requirements will be edited before being published.
- Any articles that do not meet submission requirements and cannot be edited will not be published and writer will be notified.

### **KASFAA Message Boards**

#### *Purpose*

KASFAA-L, BOD-L, FiscalOfficer-L, and AssociateMember-L are non-commercial lists created to provide an electronic forum for KASFAA members and affinity groups to discuss issues and share information. Each message board has an email address associated with it that can be used to post messages.

**[kasfaa@kasfaa.org](mailto:kasfaa@kasfaa.org)** is used to push urgent association news that must be immediately disclosed to the membership. It is the forum for KASFAA members in good standing to post questions or to send institutional announcements.

**[bod@kasfaa.org](mailto:bod@kasfaa.org)** is a closed list for the KASFAA Board of Directors and committee chairs to use to discuss issues before they are presented to the membership at large. New board members are subscribed to the list serve in April upon taking their positions on the board.

**[fiscalofficers@kasfaa.org](mailto:fiscalofficers@kasfaa.org)** is an affinity group for the fiscal officers who are members of the

association. Members may subscribe themselves through their membership settings.

**associate@kasfaa.org** is an affinity group for the members of the association who fall into the associate member category. Members may subscribe themselves through their membership settings.

### *Oversight*

The open nature of these communication channels does not lend themselves to controlled oversight. The Chair and Co-Chair of the Association News & Publicity committee will monitor posts to ensure appropriateness and to curb abuse. Emails will also be monitored for potential inclusion on other social media outlets.

### *Address and Password*

The listservs are available to all KASFAA members in good standing. Members can post by sending an email to the lists or by logging into the Member Center at [www.kasfaa.org](http://www.kasfaa.org) and clicking Communication and then Message Boards.

### *General Guidelines*

- Subscriptions to all listservs are limited to KASFAA members
- Subscribers can post a message to the listservs without prior review or approval.
- The Association News & Publicity committee monitors the lists for appropriate use and makes recommendations to the KASFAA Board of Directors if inappropriate use is detected.
- At the Board's request, the committee will remove a subscriber from any listserv for initiating or forwarding any inappropriate messages.

## **Social Media**

### *Purpose*

The goal of social media channels is to connect members with other members of KASFAA. The channels will be used to promote KASFAA member events, news, and updates.

All content posted to social media sites must meet these requirements:

- Be professional of nature and related to KASFAA and the mission of KASFAA.
- Does not promote any type of sales or services offered by members or nonmembers of KASFAA.
- Does not discriminate against race, color, national or ethnic origin, sex, disability, or age.
- Does not include profanity or offensive language.

### *Facebook: KASFAA-Kansas*

Facebook is used to post professional membership updates, pictures, links, and any other KASFAA news.

KASFAA-Kansas Facebook page is open and viewable to the public and all members of KASFAA. Approval of posting to this page is limited to the Association News and Publicity Chair and Co-Chair. It is located on Facebook as "KASFAA-Kansas."

The Association News & Publicity Chair and Co-Chair serves as administrators and managers of the Facebook page. Administrators and managers of the page will be added via their personal Facebook login. If neither the chair nor co-chair have a Facebook account, a committee member with a Facebook login will be designated as the administrator of the page.

### *YouTube*

YouTube is used to enable postings of videos taken at Trainings and Conferences. Videos will be uploaded to YouTube and set as "unlisted". Members and public will only be able to view videos by clicking the link that is published on the website, blog and other social media sites.



A Gmail account, [kasfaa.ks@gmail.com](mailto:kasfaa.ks@gmail.com), exists solely for social media purposes. The Association News & Publicity committee chair and co-chair serve as administrators of the account. Passwords for the email are maintained by the Association News & Publicity committee chair and co-chair and shared with the President, President-Elect and Past President. Passwords should be updated each time the committee changes leadership. The email is not to be used for correspondence of any kind. The address must be monitored occasionally to ensure it has not been compromised.

### *Twitter*

Twitter is used to post real-time updates by approved KASFAA members in attendance at regional and national events.

KASFAA's Twitter page is open and viewable to the public and all members of KASFAA and is located at: [www.twitter.com/KASFAAKANSAS](http://www.twitter.com/KASFAAKANSAS). The Gmail account is also used for access to the KASFAA Twitter account.

## **Membership Activities**

KASFAA encourages every member of the Association to actively participate in the Association at all levels to enhance the organization itself and provide for their own personal and professional growth. To achieve this, every effort is made to institute a broad base of institutional representation throughout the officer nominations and committee structures. The Association also strives to assist members in active participation in the regional and national associations of student financial aid for those same reasons. Regional and national representation enhance and strengthen the state association and provide a broader avenue for flow of information to the membership at large and the constituents the Association serves.

KASFAA-sponsored events, such as high school counselor training or other similar event, are NOT to be held in conjunction with school recruiting events. It is important to the integrity of the Association that it is not associated with school-sponsored, or recruiting, activities.

## **Awards**

KASFAA recognizes individuals who have provided volunteer service or made significant contributions towards the aims and ideals of the financial aid profession in KASFAA. Any member of the association may make nominations for awards. The Awards subcommittee of the Conference Planning committee, which is overseen by the President-Elect, will plan and execute the nomination, selection, and award process for the Awards Banquet, held in conjunction with the annual Spring Conference. Following is a list of the current, approved awards. The Board of Directors must approve any other recognition.

Length of Service Awards are presented to members and associate members who have maintained paid membership in KASFAA for 10, 15, 20 years and each five years thereafter. A start date between January 1 to December 31 counts as a full year of service for the purpose of the Length of Service Award. In addition, the members' institution must be a current paid member of KASFAA. The Awards subcommittee will collaborate with the Membership committee to determine, using the membership database, the list of awardees. In case of questions about start dates, the member in question should be contacted for clarification.

Retirement Recognition is given to members who have officially retired from their place of employment, the profession, and their institution. They must have 10 years of service or more of active participation in KASFAA. The Awards subcommittee will collect the names of those eligible by various means including asking primary institutional or associate members or querying the KASFAA listserv. In case of questions about retirement, the member in question should be contacted for clarification. The retirement gift guidelines are outlined in the Conference Planning handbook. Those recognized upon



their retirement should be kept on the KASFAA mailing list and are welcome to attend meetings or participate in KASFAA activities as though they were still paying membership dues.

Outgoing President's Plaque is presented by the incoming President to the outgoing President.

Committee of the Year Award is selected each year by the KASFAA President.

Special Recognition Award may recognize an individual who is not a current year recipient of another distinguished KASFAA award. It was designed to recognize individuals for their special or unique service to KASFAA. It may be used to recognize those who have left the association or profession after significant service. It may also be used to recognize friends of KASFAA who provide significant or noteworthy contributions to the financial aid professions. These friends of KASFAA may include employees of federal or state government or employees of other organizations affiliated with KASFAA. Recipient(s) of this special recognition will be at the recommendation of the Executive Board.

For the following awards, the Awards subcommittee will solicit nominations from the entire KASFAA membership. The Board of Directors (officers and committee chairs) will participate in a secret ballot to choose the winners. The voting process can occur electronically or at the winter board meeting. Winners of these awards are presented with plaques at the Awards Banquet with results kept secret until that time. An individual should not be recognized with any of the awards more than once, however an individual could be honored with more than one of the awards over their time with KASFAA. Unless otherwise noted, these awards must go to KASFAA members.

Deborah Byers Outstanding Service Award is presented to recognize the outstanding contributions of an individual in the field of financial aid through sustained contributions to KASFAA. The Board may select one member or associate member each year.

Bruce Lopez Meritorious Achievement Award is presented to an individual who has made either an important single contribution or significant multiple contributions to KASFAA or the profession. The individual does not have to be a member of KASFAA. The purpose of this award is to encourage members to become involved in carrying out the mission of the Association and to encourage continued individual support to the financial aid profession

The Hall of Fame Award is the highest award made by KASFAA. It is not mandated that this award be given each year and more than one person may be recognized in a given year. This award can be given to any person who has contributed significantly to the financial aid profession for a minimum of fifteen years.

KASFAA Rising Star Award provides recognition to an individual member with fewer than 5 years of experience in KASFAA who shows promise for future contributions to the association or the financial aid profession. This individual has demonstrated quality performance through their passion for their work while exemplifying the professionalism and dedication to the mission of KASFAA.

## **Special Committees**

The KASFAA bylaws allows for the creation of special committees for the purpose of promoting the purposes of the association or to carry out a specific function of the association. When proposing the creation of a special committee, the following items are to be defined, written and maintained as the committee charter, and presented to the board for approval:

- Purpose of the Special Committee
- Committee composition

- Expectation of Service (including any required travel)
- Beginning and ending dates
- Budget allotted for work
- Required reporting periods
- Measurable outcomes

If approved, special committee charters will be appended to the Policy and Procedure Manual shortly following their approval.

## **OFFICER RESPONSIBILITIES**

### **General**

By virtue of holding office, all officers are expected to conform to the following items:

- Attend all scheduled Board of Directors Meetings
- Attend all Association Business Meetings
- Submit written reports for all meetings
- Copy committee co-chairs on correspondence to full board or copy applicable committee co-chair when communicating to individual committees.
- Submit properly completed Reimbursement Forms
- Other duties as assigned by the President

### **President**

In addition to those duties outlined in the by-laws and general officer duties in this document, the President shall:

- Be a member of the Board of Directors of the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and attend all RMASFAA board meetings.
- Attend the RMASFAA annual conference
- Attend the National Association of Student Financial Aid Administrators (NASFAA) annual meeting.
- Administer the annual KASFAA Summer Institute Scholarship application process according to policies located in the association funds section of this manual.
- Present to the Board proposals for future conference locations according to schedule located in policies regarding association funds and conference contracts.

### **President-Elect**

In addition to those duties outlined in the by-laws and general officer duties in this document, the President-Elect shall:

- Solicit and assign volunteers to all KASFAA committees including committee co-chairs, with final appointments approved by the President.
- Chair the Conference Planning Committee with responsibility of planning and coordination of KASFAA Conferences during his/her term of office (Refer to the conference planning committee information and handbook.)
- Assign co-chairs to all committees in coordination with President and committee chairs.
- Attend the NASFAA Leadership conference

### **Past President**

In addition to those duties outlined in the by-laws and general officer duties in this document, the Treasurer shall:

- Chair the Association Governance Committee and call AG Meetings as needed (Refer to committee information and handbook for Association Governance.)
- Serve as a voting member of the Board of Directors

## **Vice-President**

In addition to those duties outlined in the by-laws and general officer duties in this document, the Vice President shall:

- Co-chair the conference planning committee (Refer to Conference Planning information and handbook.)

## **Secretary**

In addition to those duties outlined in the by-laws and general officer duties in this document, the Secretary shall:

- Record the minutes of each of the Board Meetings (including the Consent Agenda and any Action Items)
- Record the minutes of each of the Business Meetings
- Send the minutes of all meetings to ERC to be posted on the KASFAA website. Minutes from one meeting do not require approval at the following meeting but the Secretary will ask for any corrections from those present and make changes as needed.
- Keep a supply of KASFAA letterhead and thank you cards and offer those to any Board Member or Committee Chair to use as needed.
- Send official KASFAA correspondence to third parties at the request of Board.
- Establish quorum at both board meetings and business meetings, as outlined in the by-laws. For board meetings, quorum is established if a majority of the seven officers of the Association are present. For business meetings, quorum for transaction of business is established if 1/3 of the members attending the meeting in conjunction with the conference are present.

## **Treasurer**

In addition to those duties outlined in the by-laws and general officer duties in this document, the Treasurer shall:

- Be a member of the Conference Planning Committee
- Submit non-profit report to Secretary of State
- Have prepared and submit non-profit Corporate Tax Return
- Pay the Association liability insurance annually
- Distribute written income/expense summaries at each Board meeting
- Refer to Funds Management section for further responsibilities
- Update the Expense Reimbursement form as needed to match the IRS standard mileage rate for business

## **Treasurer-Elect**

The Treasurer-Elect is in training to become an officer of the Association. Unlike the President-Elect the Treasurer-Elect shall not be a member of the Board of Directors nor Executive Council.

In addition to those duties outlined in the by-laws and general officer duties in this document, the Treasurer shall:

- Confer with the Treasurer regarding responsibilities and goals, accepting and fulfilling assignments as needed.

- Receive ongoing training from Treasurer to provide as much continuity as possible.

## **Associate Member Representative**

In addition to those duties outlined in the by-laws and general officer duties in this document, the Treasurer shall:

- Serve as a voting Board Member representing the interests and perspectives of the associate membership
- Communicate Board plans and activities to the Associate Members
- Serve as a contact person for the Associate Membership requesting information concerning KASFAA activities
- Keep the KASFAA President informed of Associate Membership actions or decisions that may impact the state
- Serve as a member of the Corporate Support Committee
- Send out attendee list to Associate Members two weeks prior to Spring Conference. Work with Corporate Development Chair to ensure this gets done.
- Serve as Moderator of the Vendor breakout sessions at the KASFAA conferences
- Serve in a position to evaluate the informal review of the Treasurer's books
- Support and promote good will between the Association and the Associate Members

## **STANDING COMMITTEES**

### **General**

- All committees, except for the Association Governance Committee, will consist of a chair, co-chair, and volunteers from the association. The co-chair is selected by the President-Elect in consultation with the committee chair. The co-chair is expected to become chair of the committee for the subsequent year and, in the event that the committee chair is unable to fulfill their duties for the entire year, the co-chair will step up to serve as chair for the remainder of the term.
- Committee chairs are responsible for copying committee co-chair on all communications for the purpose of information and training.
- All committee chairs have an opportunity to suggest budgetary items for consideration to the BOD at the budget planning meeting held in late spring or early summer.
- All committees have the responsibility for maintaining a record of all activities undertaken, including a timeline by which said activities must be implemented and/or completed to facilitate accomplishment of committee objectives.
- All committees have the responsibility of submitting a written report at each Board of Directors' meeting, which summarizes the committee activities to that point in time. The report is also presented at the business meeting to the general membership. The final report will include an evaluation of the committee for the year, and recommendations for committee use.

### **Archive Committee**

#### Purpose

The Archive Committee is responsible for managing the collection and storage of historical and financial documents. See Addendum 2 for specific details. (Archive Periodic Items, Archive Permanent Items, and Archive Box Contents). The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

#### Responsibilities

The primary responsibilities of this committee include:

- Review and follow the archive guidelines in the appendices of the KASFAA Policies and Procedures.
- Make recommendations for updates to guidelines when necessary.
- Maintain inventory of all archived items.
- Manage storage site of all archived items.
- Destroy archived items according to KASFAA Policies and Procedure guidelines.

#### Composition

The Archive committee consists of a chair, a co-chair, and a recommended minimum of three (3) additional members. Committee members may be selected from the associate sector or institutional membership. Meetings are typically accomplished via email and conference call.

#### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well annual Spring Conference business meetings.

### **Association Governance Committee**

#### Purpose

This committee is responsible for conducting the nomination and election of officers and reviewing and updating the Association Bylaws and Policy and Procedures.

#### Responsibilities

The primary responsibilities of this committee include:

- Annually review the Association by-laws and Policies and Procedures Manual.
- Propose any changes to either document as necessary to keep both documents current with the needs of the Association.
- Present by-law change proposals as directed by Board of Directors.
- Certify that any by-law changes are in accordance with state and/or federal regulations governing that Association's corporate status.
- Conduct the nomination and election process for officers of the Association.
  - Solicit nominations for election of officers from membership.
  - A ballot for election of officers ideally includes a full slate of candidates for each vacant office.
  - Collect and publish information about each nominee before elections.
  - Coordinate and implement election (refer to Election section.) Typically, votes should be collected via an online ballot on the KASFAA website. If paper ballots are utilized, maintain the ballots/election results for a period of one year following the election; then request Board of Directors' approval to destroy the ballots/election results.

#### Composition

Membership of this committee shall consist of the president, president-elect, and the three immediate past presidents. The past president shall serve as committee chair. Meetings are typically accomplished via email and conference call.

#### Service Expectation

Committee leadership shall be for one year in duration. The chair is expected to attend all meetings of the KASFAA Board of Directors as well annual Spring Conference business meetings. Service on this committee is expected while the member remains in the profession and in the state.

## **Association News & Publicity Committee**

### Purpose

The Association News & Publicity committee is responsible for the distribution of the news and activities of the association. The committee will publish articles written by committee members as well as those received by other association members. Additional responsibilities include the coordination of activities, projects or workshops that disseminate information pertinent to public interest regarding federal and state financial aid programs. The Chair will act as Editor and Co-Chair will act as Co-Editor of all items published through multiple channels.

All articles received will be reviewed and edited to ensure they meet the required guidelines for article submission. Any articles not meeting guidelines will be edited. If an article does not meet guidelines and cannot be edited to meet guidelines, the submitter will be notified with an explanation of guidelines. Articles and submissions will be published as they are received.

### Responsibilities

The assignment of duties and responsibilities within this standing committee will be at the discretion of the Chair. The primary responsibilities of this committee include:

- Post a minimum of four articles on the KASFAA blog. Articles are to specifically include at least two member profiles.
- Regularly survey the membership for membership updates of both a personal and professional nature.
- Annually review the Electronics & Social Media guidelines in the policies and procedures recommending changes, if necessary, for board approval.
- Lead association effort to publicize and celebrate Financial Aid Awareness month (February).
- Lead association efforts to publicize and celebrate Financial Aid Professionals Day in October.

### Composition

The Association News and Publicity committee consists of a Chair, a co-chair, and a minimum of five (5) committee members. When possible, every effort should be made to have a representative on this committee of each sector of the membership (associate member, private 4-Year, public 4-year, proprietary, vocational, etc.)

### Service Expectation

Committee leadership shall be two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The Chair of the committee is expected to attend all KASFAA Board meetings as well as the business meetings held at the spring conference. Members are expected to attend meetings called at the discretion of the committee chair to coordinate work. These meetings are typically accomplished via conference call.

## **Conference Planning Committee**

### Purpose

The Conference Planning Committee is responsible for the planning and execution of Association conferences and annual awards ceremony at the Spring Conference. The President-Elect shall chair this committee, with the Vice President serving as co-chair. The assignment of duties and responsibilities within this standing committee will be at the discretion of the President-Elect and Vice President. It is recommended that the following subcommittees be created: Awards, Entertainment & Decorations, Philanthropy, Program, Registration and Site.

### Responsibilities

The primary responsibilities of this committee include:

- Review conference planning, financial and corporate sponsorship policies as well as the Conference Planning Handbook.
- Review and adhere to established Spring Conference contracts.
- Construct a budget within the resources approved by the Board.
- Coordinate with all other KASFAA Committees as needed.
- Maintain, update and execute conference planning agenda timeline
- Develop Spring Conference agenda and program. Program should contain a track for training new aid administrators (neophytes) and utilize, when possible, available credential training.
- Obtain nominations for Deborah Byers Outstanding Service, Meritorious Achievement, Hall of Fame, and Special Recognition awards and present those nominations to the Board.
- Organize and coordinate annual awards ceremony and purchase all awards including service recognition awards.
- Coordinate Spring Conference publicity and social media campaigns
- Develop, distribute, and collect conference registration materials and fees
- Conduct on-site conference registration
- Represent Kansas on the RMASFAA Conference Program committee.
- Assist with transition of new committee leadership at the end of the year.

#### Composition

The conference program committee consists of a chair (traditionally the President-Elect), a Co-Chair (traditionally the Vice President) and a recommended minimum of 10 additional members. Traditionally the committee includes at least one representative from the following other KASFAA committees: Corporate Development, Electronic Resources, Fiscal Officers and Membership. It is strongly recommended that two members of the committee should reside or work near or in the town where the Spring Conference is located.

#### Service Expectation

Except for the Committee Chair, all members of this committee serve one year. Members of this committee are expected to attend any planning meetings as directed by the chair and co-chair of the committee, traditionally one face-to-face planning meeting is held during the summer months. In addition, members of this committee are expected to attend both the Spring Conference. The remainder of committee work is done via conference call and email. Consistent with the duties of their respective offices, the Chair and Co-Chair of this committee are expected to attend all KASFAA Board meetings. The Chair is expected to attend the annual budget planning meeting of the KASFAA Board.

### **Corporate Support Committee**

#### Purpose

The Corporate Development Committee is responsible for soliciting sponsor support for all activities of the Association, including exhibits at the conferences. In addition, the committee will support Association initiatives, specifically working with the Conference Planning Committee on fundraising activities for the Spring Conference. The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

#### Responsibilities

The primary responsibilities of this committee include:

- Support and promote good will between the Association and Associate Members.
- Solicit financial support for the KASFAA association in the form of corporate sponsorships and spring conference vendors.
- Work with Treasurer to confirm payments for support.

- Assist KASFAA conference planning committee in planning activities for fundraising events according to KASFAA Association Fund policies.
- Solicit feedback from membership as necessary regarding conference fundraising funds distribution, based on the needs of the membership and board direction.
- Provide to the Conference Planning Committee a list of all sponsors and exhibitors for publication in the conference program.
- Coordinate Corporate Support activities, such as slide show, vendor recognition, vendor engagement, etc.

#### Composition

The Corporate Development committee consists of a chair, a co-chair, and a recommended minimum of 5 additional members taking care to contain at least two associate members. Committee members may be selected from the associate sector or institutional membership. Meetings are typically accomplished via email and conference call.

#### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual Spring Conference business meetings.

### **Electronic Resource Committee**

#### Purpose

The Electronic Resources Committee is responsible for managing the electronic communications for the Association and researching new electronic initiatives. The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

#### Responsibilities

The primary responsibilities of this committee include:

- Maintain a flow of information to the KASFAA membership at large, pertaining to the development and use of new and existing technological resources
- Assist the Conference Planning Committee’s electronic needs including procuring laptops, overhead data projectors and any related equipment and troubleshooting computer problems at the Conference.
- Monitors all website pages and links to ensure the information is current, working, relevant and appropriate.
- Recommends updates to respective officers, committee chairs and/or board of directors and assists in ensuring updates are posted correctly.
- Acts as liaison between KASFAA website provider and Board of Directors.

#### Composition

The Electronic Resources committee consists of a chair, a co-chair, and a recommended minimum of 5 additional members. It is recommended that some members be from the schools in the locations where the annual conference events will be held.

#### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual Spring Conference business meetings. Meetings are typically accomplished via email and conference call.



## **Finance Committee**

### Purpose

The Finance Committee is responsible for assisting the Treasurer. The committee chair is also responsible for securing the signed conflict of interest disclosure from each member of the Executive Board of Directors. The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

### Responsibilities

The primary responsibilities of this committee include:

- Review the Policies and Procedures Manual and the Treasurer's Guide.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee.
- Develop and manage a budget which stays within the limits approved by the Board, to support the activities of the committee.
- Review bank statements and bank account reconciliation monthly.
- Assist the KASFAA Treasurer with policy issues pertaining to accounting procedures, budget, and financial review issues.
- Make recommendations to the Board regarding Association fiscal matters.
- Schedule, review and present to the Board the internal financial review, where appropriate.
- Secure the accounting firm that will conduct the external financial review.
- Write the external financial review response, when necessary, and submit for Board Approval and President's signature.

### Composition

The Finance committee consists of a chair, a co-chair, and a recommended minimum of 3 additional members. Committee members may be selected from the associate sector or institutional membership. Meetings are typically accomplished via email and conference call.

### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual Spring Conference business meetings.

## **Fiscal Officers Committee**

### Purpose

The Fiscal Officers Committee is responsible for the flow of information to the membership at large regarding the fiscal responsibilities of the financial aid process. A member of this committee shall serve on the Conference Planning Committee. The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

### Responsibilities

The primary responsibilities of this committee include:

- Maintain a flow of information to the membership at large in dealing with the fiscal responsibilities of the financial aid process.
- Compile and maintain a directory of fiscal officers in the state? (Is this still necessary?)
- Share Perkins updates with the Association, as appropriate.
- Provide information and training to fiscal officers on all financial aid related topics as legislation and regulations change.
- Have representation on the Conference Planning Committee.

### Composition

The Fiscal Officers committee consists of a chair, a co-chair, and a recommended minimum of 2 additional members. Committee members may be selected from the associate sector or institutional membership. Meetings are typically accomplished via email and conference call.

### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual Spring Conference business meetings. The conference planning representative is also expected to attend and participate in all conference planning meetings as well as the annual spring conference.

## **Government Relations Committee**

### Purpose

In their role as a liaison for the Association with federal, state and local government, the Government Relations committee exists to review and communicate to the membership on legislative proposals affecting the membership and address appropriate issue resolutions which affect the delivery of funds to students, or issues facing the Association. The assignment of duties and responsibilities within this standing committee will be at the discretion of the chair and co-chair.

### Responsibilities

The primary responsibilities of this committee include:

- Maintain ongoing contact with federal and state lawmakers regarding pending and current legislation which affects the Association so that new ideas, projects, and problems with proposed legislation can be voiced.
- Evaluate pending and current legislation to predict the effect for students and educational institutions.
- Communicate appropriate information with Association members using the website, list-serve, and appropriate social media outlets.
- Solicit feedback from the membership on legislative issues of concern and communicate that feedback to legislative leaders.
- Lead KASFAA efforts to celebrate Financial Aid Awareness month in February, coordinating actions such as having the month officially recognized by the Governor of Kansas.

### Composition

The Government Relations committee consists of a chair, a co-chair, and a recommended minimum of 5 additional members taking care to contain at least one member from each type of college in Kansas (private, public, community college and proprietary and vocational).

### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual Spring Conference business meetings. Additionally, members of this committee are requested to attend the signing of the Governor's Proclamation of Financial Aid Month in February. As needed, some travel may be required to visit the home offices of Congressional leadership or the Kansas State Capitol. The remainder of the committee work is done via conference call.

## **Membership Committee**

### Purpose

The Membership Committee is responsible for soliciting institutional, associate, and ex-officio membership in the

Association. The committee is responsible for providing initial KASFAAA Association information to new members. Additional duties include the publication and timely maintenance of the Association's membership master list, coordination of the association's mentor program and coordination of the first-time attendees' welcome reception at conferences.

### Responsibilities

The assignment of duties and responsibilities within this standing committee will be at the discretion of the Chair and the Co-Chair. The primary responsibilities of this committee include:

- Maintain the membership database ensuring that it includes years of service to KASFAA.
- Conduct annual membership renewal effort including following up with current members who fail to renew in a timely manner.
- Send new members an information packet informing them of the benefits of their membership and a basic orientation to the organization.
- Assist committees needing membership lists.
- Assign mentors as requested by KASFAA members.
- Regularly review membership application and supporting materials and present changes, if needed, to board for approval.
- Regularly review new member information packet and present changes, if needed, to board for approval.
- Distribute KASFAA pins to all new members in attendance at the spring conference.
- Assist with spring conference registration as appropriate.
- Coordinate a welcome event for all new members at the annual spring conference.

### Composition

The Membership committee consists of a chair, a co-chair, and a minimum of five (5) additional members representing each sector of association membership (associate member, community college, private 4-year, public 4-year, vocational, proprietary, etc.)

### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. The committee chair is expected to attend all meetings of the KASFAA Board of Directors as well as the annual spring conference business meetings. Some committee representation is necessary at the annual spring conference to implement the new member activity. The remainder of the committee work is done via conference call.

## **Outreach Training Committee**

### Purpose

The Outreach Training Committee is responsible for providing training and outreach to high school counselors, and other partners in student financial aid 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. The assignment of duties and responsibilities within this standing committee will be at the discretion of the Chair and the Co-Chair.

### Responsibilities

The primary responsibilities of this committee include:

- Provide training opportunities focused on FAFSA completion for high school guidance counselors and other entities sharing a common interest in FAFSA completion ensuring that KASFAA-sponsored events are not in conjunction with, or held on the same day or in the same venue as a college recruiting event.

- Regularly review and update online resources focused on high school outreach and FAFSA completion for relevancy and accuracy presenting changes, if needed to the board for approval.
- Market outreach efforts using social media, promotional materials shared with high school guidance counselors and other entities sharing a common interest in FAFSA completion.
- Review training, financial and corporate sponsorship policies as well as the training committee handbook.
- Review and adhere to all training venue contracts.
- Construct a budget with the resources approved by the Board.
- Develop, distribute, and collect training registration materials and fees.
- Conduct on-site registration at training events (if applicable).
- Maintain, update, and execute the training committee timeline.
- Assist with transition of new committee leadership at the end of the year.

### Composition

The training committee consists of a chair, a co-chair, and a recommended 10 additional members representing each type of college in Kansas (private, public, community college and proprietary and vocational). It is strongly recommended that at least one member of the committee should also reside or work near or in the towns where any training event other than the conference will be held.

### Service Expectation

Committee leadership shall be for two years in duration – one year serving as co-chair of the committee and the second year as chair. All other members serve one year. Members are expected to attend meetings called at the discretion of the committee chair to coordinate work. Traditionally there is one face-to-face planning meeting, typically held during the summer months. Remaining meetings are typically accomplished via conference call. The Chair of the committee is expected to attend KASF AA board meetings as well as the business meetings held at the spring conference.

## **Professional Development Committee**

### Purpose

The Professional Development Committee is responsible for providing training to KASF AA members to support professional growth in areas that pertain to the administration of federal, state and institutional financial aid. The training will be provided in strategic locations that will be convenient and cost effective for the attendees. The assignment of duties and responsibilities within this standing committee will be at the discretion of the Chair and Co-Chair.

### Responsibilities

The primary responsibilities of this committee include:

- Provide training opportunities focused on the needs of the financial aid community.
- Annually determine training topics for the upcoming year and get board approval for the year's training agenda.
- Work in conjunction with conference planning to ensure that overall training needs of members are met between the two committees.
- Survey members to assess the needs and wants for training and determine the training topics that are in demand for each year.
- Secure facilities to conduct the trainings that will meet the needs of the training session along with being easily accessible and convenient for the attendees.
- Review and adhere to all training venue contracts.
- For training sessions that are focused on NASF AA credentialing, secure qualified instructors who have received a NASF AA credential in the chosen topic.

- Use previous year's expenses and revenues to help determine registration costs and construct a budget with the resources approved by the Board in conjunction with the annual budget call.
- Develop promotional materials for marketing the training events through the KASF AA website, social media, and other identified methods of advertising.
- Update the website registration form along with developing, distributing, and collecting training registration materials and fees.
- Conduct on-site registration at training events.
- Evaluate training process and procedures by surveying attendees each year to ensure the training is meeting the needs of the financial aid community.
- Review evaluations and training policies and procedures as well as the training committee handbook.
- Maintain, update, and execute the training committee timeline.
- Assist with transition of new committee leadership at the end of the year.

#### Composition

The Professional Development Committee consist of a chair, co-chair, and a minimum of six (6) additional members representing each type of college in Kansas (private, public, community college and proprietary and vocational).

#### Service Expectation

Committee leadership shall be for two years in duration – one year as co-chair of the committee and the second year as the chair. All other members serve one year. Members are expected to attend meetings called at the discretion of the committee chair to coordinate work. Meetings are typically conducted via conference call. The Chair of the committee is expected to attend KASF AA board meetings as well as the business meetings held at the spring conference.

## ADDENDUM 1

### Conflict-of-Interest Policy for the KASFAA

#### Scope

The following statement of policy applies to each member of the Board of Directors of KASFAA. Board of Directors members include Officer and Committee Chairs and will be referred to hereafter as the Board. In addition, it is intended to serve as guidance for all KASFAA members.

#### Fiduciary Responsibilities

Board members, officers, and members of KASFAA serve the greater good of the organization and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board are to be made solely based on a desire to advance the best interests of the organization. The integrity of KASFAA must always be protected.

Effective boards will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every Board member has the responsibility to ensure the entire Board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the Board requires each officer annually (a) to be familiar with the terms of this policy; (b) to disclose to the KASFAA President any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving KASFAA; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

#### Disclosure

All Board members are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with KASFAA, or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.

If a member of the Board is uncertain whether to list a relationship, the President should be consulted. He/She may elect to seek the judgment of the other KASFAA officers before informing and consulting with the entire Board within an executive session (either in-person or via electronic means) If the Board determines that no potential conflict exists, an Exception will be granted. Information shared or gathered because of such consultations (including information provided on this form) shall be confidential except when the KASFAA's best interests would be served by disclosure. Such disclosure will be made only after informing those concerned.

The following definitions are provided to help the Board and officers decide whether a relationship should be listed on the disclosure:

- **Business Relationship:** One in which a Board member or a member of his or her family as defined below serves as an officer, director, employee, partner, Trustee, or controlling stockholder of an organization that does substantial business with KASFAA.
- **Family Member:** A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the Board member.
- **Substantial Benefit:** When a Board member or a member of his/her family (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with KASFAA or (b) benefits directly, indirectly, or potentially from cash or property receipts totaling \$10,000 (what does the Board consider substantial?) or more annually.

### Restraint on Participation

Board members who have declared a potential conflict of interest, or who have been found to have a potential conflict of interest, shall refrain from participating in consideration of proposed transactions unless the Board requests information or interpretation for special reasons. Should a potential conflict of interest matter require a Board vote to resolve, those concerned shall not be present at the time of the vote.

## ADDENDUM 2

### Retention Schedule for Archived Items

Item	Notes	Years to Retain
Annual Budgets		7
Bank Statements & Reconciliation		7
Check Register/Disbursement Reports		7
Conflict of Interest Statements		4
Contracts	Fulfilled or Canceled	7
Deposit Records		7
End-of-Year Treasurer Reports		7
External Financial Reviews		7
Federal Tax Returns	Fiscal Year	7
Insurance Policies		7
Internal Financial Review		7
Investment Statements		7
Not-for-Profit Corporate Annual Reports	State of Kansas	7
Periodic Treasurer Reports	BOD/Business Mtg	7
Policies & Procedures		7
Receipt Book		7
Signature Cards		2
Treasurer's Guide		3
W-9s		2



## ADDENDUM 3

### Archive Purge Schedule

Purge Year Periodic Items*	2020	2021	2022	2023	2024	2025	2026
Annual Budgets	2013	2014	2015	2016	2017	2018	2019
Bank Statements & Reconciliation	2013	2014	2015	2016	2017	2018	2019
Check Register/Disbursement Reports	2013	2014	2015	2016	2017	2018	2019
Conflict of Interest Statements	2016	2017	2018	2019	2020	2021	2022
Contracts	2013	2014	2015	2016	2017	2018	2019
Deposit Records	2013	2014	2015	2016	2017	2018	2019
End-of-Year Treasurer Reports	2013	2014	2015	2016	2017	2018	2019
External Financial Reviews	2013	2014	2015	2016	2017	2018	2019
Federal Tax Returns	2013	2014	2015	2016	2017	2018	2019
Insurance Policies	2013	2014	2015	2016	2017	2018	2019
Internal Financial Review	2013	2014	2015	2016	2017	2018	2019
Investment Statements	2013	2014	2015	2016	2017	2018	2019
Not-for-Profit Corporate Annual Reports	2013	2014	2015	2016	2017	2018	2019
Periodic Treasurer Reports	2013	2014	2015	2016	2017	2018	2019
Policies & Procedures	2013	2014	2015	2016	2017	2018	2019
Receipt Book	2013	2014	2015	2016	2017	2018	2019
Signature Cards	2018	2019	2020	2021	2022	2023	2024
Treasurer's Guide	2017	2018	2019	2020	2021	2022	2023
W-9s	2018	2019	2020	2021	2022	2023	2024

## ADDENDUM 4

### Items Permanently Retained in Archives

Item	Notes	Years to Retain
Award Recipients	Website	Permanent
BOD Meeting Minutes	Website	Permanent
Business Meeting Minutes	Website	Permanent
By-Laws	Website	Permanent
Policies and Procedures Manual	Website	Permanent
Strategic Long-Range Plans	Website	Permanent
Investment Portfolio Reports		Permanent
Charter		Permanent
Conference Programs	Website	Permanent
Newsletters/Blogs	Website	Permanent
Not-for-Profit/501 (c)(3)		Permanent
Registered Agent	State of Kansas	Permanent
Photos	Names, Event & Date	Permanent
Tax ID Number		Permanent

#### UPDATED:

February 1997

April 1998

April 1999

April 2000

April 2002

April 2004

April 2009

March 2011

June 2011

April 2013

April 2014

March 2015

April 2015

May 2016

October 2016

February 2017

April 2017

September 2017

April 2018

April 2019

December 2019