



MASFAA Officer Position Descriptions

2.5.2 President-Elect

Function: The President-Elect is an Officer of the Association and performs the duties of the President in the event of absence, incapacity, or termination of the President and performs such duties as are assigned by the President or prescribed by the Executive Council.

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Coordinates preparation of the annual budget.
3. Serves as a member of Finance Committee, the Nominations and Elections Committee, and the Association and Governance and Planning Committee.
4. Assists the President in representing the Association at three State Association meetings unless otherwise directed by the President.
5. Performs other responsibilities as assigned by the President or prescribed by the Executive Council.
6. Submits the list of State Association Presidents to the Communication and Electronic Services Committee to update the State President Resource page on the MASFAA website.
7. Updates the Policy and Procedures Manual in conjunction with Association Governance.

Tenure: The President-Elect serves for one year, commencing on November 1st following their election and begins the term of President in the following year.

2.5.1 President

Function: The President acts as the Chief Executive Officer of the Association, presiding at all meetings of the Association and chairing all meetings of the Executive Council.

Responsibilities:

1. Participates at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Provides leadership and direction to all activities of the Association, the Executive Council, and all standing, discretionary and ad hoc or special project committees and task forces of the Association.
3. Serves as the official representative and spokesperson of the Association and the Executive Council or delegates such responsibility to another member of the Executive Council or Committee Chairperson as may be deemed necessary from time to time.
4. Calls and presides at all meetings of the Association and the Executive Council.
5. Determines length of floor debate, manner of voting, and agenda items. Appoints meeting parliamentarian; traditionally the President-Elect.
6. Appoints all committee and task force chairpersons subject to confirmation by the Executive Council, and approves committee members.
7. Serves as an ex-officio member of all committees and task forces.

8. Serves as a member of the Finance Committee and the Association Governance and Planning Committee.
9. Attends NASFAA Board of Directors meetings to represent the MASFAA Executive Council and Association membership and reports back to the MASFAA Executive Council and Association membership the actions taken and NASFAA concerns.
10. Effective with the July 2013 NASFAA year, the President will function as the Observer to the NASFAA Board and will not function as a voting member.
11. Represents MASFAA at three State Association Meetings.
12. Submits an annual report to the Association on all matters which may be of interest or concern to the Association members.
13. Submits correspondence and the annual report to the Archivist in December following the office term.
14. Submits the following items to the Communications and Electronic Services Committee Chairperson, by October 1 prior to the conference in which he or she will become the President, for inclusion on the MASFAA website:
 - a. Introduction (letter from the President),
 - b. Current MASFAA Executive Council and Committee Chairperson listing,
 - c. Updates to the Past-President's list.
15. Serves as host for any receptions at the MASFAA Annual Conference.
16. The MASFAA President will be responsible for distributing the list of designated individuals who may communicate on behalf of the Association as necessary.
17. Performs other responsibilities as prescribed by the Executive Council.
18. Composes letter of thanks to the Past President's institution to be sent with \$3000 President's stipend.
19. Creates listserv of all current board members or designates the individual(s) who will be responsible for creation of the listserv. Recognizes, on behalf of the Association, important life events of MASFAA members or MASFAA allies; through cards, floral arrangements or other appropriate gestures. If a person elected to a MASFAA position resigns the position before the end of the term for that office, the President may charge the Nominations and Elections Committee to conduct a special election for the position or may replace the person by appointing another eligible member from a MASFAA member institution. Any person selected to fill a vacated position must meet the normal eligibility requirements for an elective MASFAA office. Consideration should be given to offering the position to others who ran for the position in the most recent election, but is not required. The President is authorized to act alone in making a replacement selection but also may choose to consult with other members of the Executive Board. (See 5.12 for additional information.) In the event an individual is elected and is employed by a member institution at the time they are elected and the member Institution does not renew their membership, the President, in consultation with the Executive Council, will determine whether that individual will continue to serve in their elected capacity.
20. Administers the following Oath of Office and passes the gavel to incoming President; I solemnly affirm that I (name) will faithfully execute the Office of President of the Midwest Association of Student Financial Aid Administrators, and will, to the best of my ability, further its mission and stated purposes, assure good stewardship of its resources and respond to the needs of its membership.

Tenure: The president serves for one year commencing on November 1st at the end of their term of office as President-Elect.

2.5.7 Immediate Past President

Function: The Immediate Past President is a Trustee of the Association and performs such duties as are assigned by the President or prescribed by the Executive Council. [A Trustee is defined as an elected member of the Executive Council.]

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Attends the NASFAA Board of Directors meetings as the sole MASFAA Executive Council official (voting) representative.
3. Serves as the Chairperson and Executive Council liaison for the Nominations and Elections Committee.
4. Serves as the Chairperson and Executive Council liaison for the Association Governance and Planning Committee.
5. Serves as a member of the Finance Committee.
6. Submits Nominations and Elections information to the Archivist in December following the office term.
7. Oversees Strategic Long Range Plan goals and objectives. Assigns objectives to each committee and evaluates each committee's performance at year end.
8. Serves as a mentor for and helps train the President-Elect.
9. Performs other Responsibilities as assigned by the President or prescribed by the Executive Council.

Tenure: The Immediate Past President serves for one year, commencing on November 1st at the end of the term of office as President.

2.5.4 Secretary

Function: The Secretary is an Officer of the Association and is responsible for developing, distributing, and maintaining the applicable records of the Association and the Executive Council. The Secretary distributes meeting notices and such other communications as provided for in the Articles of Incorporation and By-Laws.

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Serves as a member of the Finance Committee
3. Develops and distributes Finance Committee meeting minutes within 30 days of the meeting.
4. Develops and distributes Executive Council meeting minutes to Executive Council, Committee Chairpersons and designated Association members within 30 days of the meeting.
5. Coordinates production and distribution of stationary and envelopes as appropriate. (Letterhead is typically electronic.)
6. Distributes the following: List of Executive Council members and Committee Chairpersons with office/ home/ and email address(s), phone number(s) and fax number(s).

7. Submits correspondence collected from Executive Council members, meeting agendas, minutes/reports from Executive Council meetings, minutes/ reports from general business meetings and Newsletters/Blog, if not available to the Archives on-line, to the Archives in December following the office term.
8. Performs other responsibilities as assigned by the President or prescribed by the Executive Council.

Tenure: The Secretary serves for two years commencing on November 1st following their election.

2.5.6 Treasurer-Elect

Function: The Treasurer-Elect is an Officer of the Association and performs the duties of the Treasurer in the event of absence or incapacity of the Treasurer. The Treasurer-Elect is responsible for assisting the Treasurer with developing, distributing, and maintaining the financial records of the Association and the Executive Council and performing transactions as directed by the Finance Committee. The Treasurer-Elect shall be ready whenever required to give to the Executive Council any funds and financial records as requested.

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Serves as a member of the Finance Committee.
3. Receives monies of the Association.
4. Bills and collects debts owed to the Association, with particular attention being given to the monitoring and collection of past due accounts receivable.
5. Assist the Treasurer in maintaining adequate and appropriate records of all financial transactions of the Association.
6. Assist the Treasurer in filing all financial reports in a proper and timely manner.
7. Assist the President-Elect and Treasurer with the preparation of the annual budget for review and approval of the Finance Committee and Executive Council.
8. Work with the Delegate-at-Large to assemble bank statements and other appropriate records in support of the Finance Committee and Delegate-At-Large annual review of the Association's financial records.
9. Assist any Association committee or sponsored activity coordinator needing financial advice or services.
10. Performs other responsibilities as assigned by the President or prescribed by the Executive Council.

Tenure: The Treasurer-Elect serves for one year, commencing on November 1st following their election and assumes the position of Treasurer at the end of their term as Treasurer-Elect.

2.5.5 Treasurer

Function: The Treasurer is an Officer of the Association and is responsible for developing, distributing, and maintaining the financial records of the Association and the Executive Council and performing transactions as directed by the Finance Committee. The Treasurer shall be ready whenever required to give to the Executive Council any funds and financial records as requested.

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures, and assists with other Association activities as needed.
2. Serves as a member of the Finance Committee.
3. Pays bills and reimbursements owed by the Association.
4. Assists the Treasurer-Elect with the collection of all debts owed the Association.
5. Maintains adequate and appropriate records of all financial transactions of the Association.
6. Files all financial reports in a proper and timely manner.
7. Assists the President-Elect with the preparation of the annual budget for review and approval of the Finance Committee and Executive Council.
8. Assembles bank statements and other documents necessary for the contracted accounting organization to prepare the Association's Federal Income Tax Return in a manner and time adequate to meet IRS filing deadlines, including mailing of quarterly tax payment.
9. Assembles bank statements and other documents necessary for the Finance Committee and Delegates-At-Large to conduct an annual review of the Association's finances.
10. Assists any Association committee or sponsored activity coordinator needing financial advice or services.
11. Submits correspondence, Treasurer's reports and the annual budget report to the Archivist in December following the office term.
12. Coordinates payment of \$3,000 to President's institution immediately following the President's term as described in section 4.24.
13. Performs other responsibilities as assigned by the President or prescribed by the Executive Council.

Tenure: The Treasurer serves one year commencing on November 1st at the end of the term of office as Treasurer-Elect.

2.5.8 Delegate-At-Large

Function: Delegates-at-Large are Trustees of the Association and serve as representatives of the general membership of MASFAA for the purpose of discussing issues and concerns brought before the Executive Council.

Responsibilities:

1. Participates and votes at Executive Council meetings and Association meetings, contributes to the formulation of Association policies and procedures and assists with other Association activities as needed.
2. Each Delegate is assigned by the President to oversee the work of assigned committee(s) and serves as a liaison for the committee(s) to the Executive Council.
3. Delegates meet regularly with the President-Elect (1st year delegate) or Past-President (2nd year delegate) to keep the Presidents council informed about the progress of committees and to bring up constituent concerns.
4. Delegates-at-Large are responsible for the annual review of the Association's Finances including the Association's accounting records.
5. Performs other responsibilities as assigned by the President or prescribed by the Executive Council.

6. Coordinates the submission of committee year-end reports and documents to the MASFAA Archives.

Tenure: The Delegate-at-Large serves for two years commencing on November 1st following their election.