

BUDGET COMMITTEE

- Purpose:** To develop the annual budget of the organization and to review the investment strategy.
- Duties:**
1. Prepare a proposed budget at least once a year for the upcoming fiscal year. This budget shall be presented to the Executive Council for approval at least one month before the business meeting.
 2. To devise the organization's investment strategy and review it at least once annually.
 3. Prepare and submit an annual budget for the committee to the Treasurer by January 15th.
 4. Provide updates, as appropriate, to the Webmaster to be posted on the SUNYFAP website.
- Membership:** The Committee should have a total of four (4) members including the Treasurer (Chair).
- Qualifications:** Active members of the organization who are not members of the Executive Council.
- Approved:** February 13, 1998
- Revised:** September 27, 2002

GOVERNANCE COMMITTEE

Purpose: To review the Constitution, By-Laws and organizational activities periodically and make recommendations to the Executive Council for changes when needed.

Duties:

1. Review the Constitution and By-Laws at least once annually to determine if changes are necessary to maintain or improve the functioning of the organization.
2. Review the organization, committee structure and functioning to make sure the organization is acting within the By-Laws and Constitution.
3. Review or draft petitions for needed amendments and make recommendations on such amendments to the Executive Committee.
4. If amendments are necessary, review the procedure outlined in Article X of the Constitution to proceed.
5. Prepare and submit an annual budget to the Treasurer for all expenditures with necessary supporting documentation by January 15th.
6. Provide updates, as appropriate, to the Webmaster to be posted on the SUNYFAP website.

Membership: The Committee should have a total of four members including the Immediate Past President (Chair) and the Secretary.

Qualifications: Active members of the organization.

Approved: February 13, 1998

Revised: September 27, 2002

MEMBERSHIP COMMITTEE

Purpose: To maintain an up to date roster of members and to promote and solicit membership for the organization.

- Duties:**
1. Prepare an annual membership solicitation process which is designed to maximize renewal memberships and attract new members by June 1 but always prior to any summer membership meeting mailing.
 2. Up date and maintain roster database of members.
 3. Produce mailing labels, membership roster, etc. for organization approved purposes.
 4. Prepare, print and mail the annual SUNY Directory by July 1st. The Directory will be mailed to active members and associate members employed by SUNY.
 5. Prepare and submit an annual budget to the Treasurer for all expenditures with necessary supporting documentation by January 15th.
 6. Solicit one sponsor to cover the cost of the Directory in conjunction with the Vendor Committee.
 7. Send “pre” packet to potential new members.
 - a. Notify Members-At-Large of potential new members.
 8. Send packets to new members.
 9. Add Presidents of other SUNY professional organizations to database for courtesy mailings.
 10. Produce diskettes of database for paid members to use to announce job vacancies.
 11. The membership database is passed from the Membership Chair to the next Chair by May 1st. Prior to passing the information, the new data from the conference will be updated.
 12. In any year that there is to be a constitution/by-laws amendment vote, the former Chair will produce the labels for the balloting.

13. Directory should include a separate alpha listing of all SUNY financial aid personnel, and their phone numbers and a map of all SUNY campuses.

14. Maintain and update the SUNYFAP website.

Membership: The Committee should have a total of three (3) members, including the Chair. At least two (2) of the members should be from the same institution (Data Base Manager plus one other).

Qualifications: Active or Associate member of the organization who is committed to working for its advancement.

Approved: April 3, 1998

Revised: September 27, 2002

NOMINATIONS AND ELECTIONS COMMITTEE

Purpose: To assure that yearly elections take place in an efficient and timely manner.

- Duties:**
1. Solicit and collect nominations no later than October 1st.
 2. Develop a slate of nominees.
 3. Carry out the elections of the organization no later than November 1st.
 4. Prepare and submit an annual budget to the Treasurer for all expenditures, with necessary supporting documentation, by January 15th.
 5. Provide updates, as appropriate, to the Webmaster to be posted on the SUNYFAP website.

Responsibilities: include recruiting candidates, reviewing credentials, securing the proper numbers of candidates for each position and putting forth a slate of candidates. Every effort will be made to secure two (2) candidates for each officer's position and at least three candidates for the member-at-large positions.

Membership: The Committee should have at least two (2) members including the Immediate Past President (Chair). Two of the committee members should be from the same institution.

Qualifications: Active or Associate members of the organization.

Approved: February 13, 1998

Revised: February 15, 2005

ADVOCACY COMMITTEE

- Purpose:** To monitor student financial aid issues, assess their implications for SUNY colleges and recommend action.
- Duties:**
1. Identify federal, state and regional financial aid issues that have implications for SUNY colleges.
 2. Provide information to the SUNYFAP Executive Council for discussion on these issues.
 3. Develop a plan(s) and/or strategy to inform the appropriate individuals of the impact of the issue(s) and to recommend appropriate action for the SUNYFAP Council to take.
 4. Prepare and submit an annual budget to the Treasurer for all expenditures with necessary supporting documentation by January 15th.
 5. Provide updates, as appropriate, to the Webmaster to be posted on the SUNYFAP website.
- Membership:** The committee shall have as many members as the Chair thinks is necessary.
- Qualifications:** Experience in reading, interpreting and commenting on regulations on student financial aid issues. Experience in working with elected officials in the area of legislative advocacy.
Active and Associate members of the organization.
- Approved:** March 3, 1998
- Revised:** September 27, 2002

CONFERENCE COMMITTEE

Purpose: To plan, organize and execute all facets of the annual conference.

- Duties:
1. Program
 - a. Plan all sessions (general and breakout) including scheduling speakers, by December.
 - b. Prepare tentative program for vendor committee by December.
 - c. Assign moderators.
 2. Facilities
 - a. Plan meal and break selections with the hotel.
 - b. Assign sessions to rooms.
 3. Steering Committee
 - a. Propose a tentative conference budget by the January Executive Council Meeting.
 - b. Propose a registration, conference and vendor fee to the Executive Council by July and execute the contract.
 - c. Work with Treasurer to prepare a final analysis for all conference expenditures with necessary supporting documentation.
 - d. Submit conference report to the Executive Council at the first meeting after the conference.
 - e. Update conference planning guidelines.

- f. Recommend next year's conference site and dates to the Executive Council by the January Executive Council meeting of the preceding year.
 - g. Provide updates, as appropriate, to the Webmaster to be posted to the SUNYFAP website.
4. Entertainment Committee
 - a. Plan all ancillary business and social activities by December.
 5. Registration, Publicity and Evaluation Committee
 - a. Handle the printing and mailing of all conference promotional and registration materials.
 - b. Organize and manage the registration desk activities.
 6. Vendor Committee
 - a. Mail tickler letter to vendors in December.
 - b. Mail sponsorship and exhibit contracts in January.
 7. Other duties as necessary to insure a successful conference, ie, printing.
 8. The conference chair and committees shall remain in place until all fiscal activity from the conference is concluded. During that time, they will be responsible for updating the conference manual and preparing a fiscal report to the Executive Council.

- Membership:
1. Chair, recommended by the Vice President. It is recommended that the Chair have been a member of the previous year's conference committee.
 2. Approximately 6 to 10 other members, as necessary.

Qualifications: Active and Associate members of the organization.

Approved: March 3, 1998
 Revised: September 27, 2002

PROFESSIONAL DEVELOPMENT AND TRAINING COMMITTEE

- Duties:
1. Explore all mediums for training
 2. Submit training updates to members through the newsletter.
 3. Develop evaluation tool for each training.
 4. To initiate various forms of publicity well enough in advance of training, ie. summer workshop flier to be included in conference material.
 5. Link with other professionals (state or national) for training opportunities.
 6. Solicit membership for training topics.
 7. Select training dates by March.
 8. Strive to hold three (3) workshops each year (summer, fall, early spring).
 9. Prepare and submit a budget to the Treasurer for all expenditures, with necessary supporting documentation, by January 15th.
 10. Work in conjunction with the Conference Committee to share topics.
 11. Provide updates, as appropriate, to the Webmaster to be posted to the SUNYFAP website.

SCHOLARSHIP AND AWARDS COMMITTEE

Purpose: To provide various visible ways to recognize contributions to membership, SUNY, the field of financial aid and the financial support of membership training.

Duties: A. The Bill Troy Service Award

1. Solicit nominations for the award through various avenues by February 1 of each year. This should include the SUNYFAP newsletter, the SUNYFAP web site and the SUNYFINAID listserv.
2. The award will be given during years when the committee believes there is a deserving active member who has given a significant long-term commitment to SUNYFAP and the profession.
3. A plaque will be ordered and given to the qualified recipient at the annual conference during the Bill Troy Memorial Colloquium. A written presentation should be prepared.

B. Alan Latona Award

1. This award will be awarded to each out-going president of the organization.
2. A plaque will be ordered and given at the annual conference. A written presentation should be prepared and a copy given to the recipient.

C. The SUNYFAP Service Award

1. Solicit nominations through the same avenues as the Bill Troy Service Award by February 1 of each year.
2. This award is available to members and non-members who make significant contributions to the organization. More than one award may be granted.
3. It is given at the annual conference and recognized by a permanent plaque, smaller than the Bill Troy Service Award.

D. SUNYFAP Certificates of Appreciation

1. These certificates will be determined by the SUNYFAP Executive Council prior to the annual business meeting from a list of names put forth by the President to the Scholarship and Awards Committee Chair by March 1 of each year. These include, but are not limited to, out-going council members, committee members, retirees, etc.
2. These certificates are to be prepared and presented at the annual conference.

E. SUNYFAP Presidential Citation

1. This award is available to persons, organizations or committees that the President wishes to honor.
2. Names will be put forth to the Executive Council by March 1 of each year.
3. It (or they) will be given at the annual conference and recognized by a permanent plaque smaller than the Bill Troy Service Award.

F. SUNYFAP Student Scholarship

1. There will be two scholarships of \$1000 each, one to be awarded at the associate's level and one at the bachelor's level.
2. Student Scholarship brochure/application and rating scale will be prepared and presented to the SUNYFAP Executive Council by February 1 of each year for endorsement.
3. After approval by the SUNYFAP Executive Council, the scholarship brochure/application will be mailed to each active member during the first week in March.
4. Upon receipt of all completed scholarship applications, the Scholarship and Awards Committee will evaluate each submission based on rating scale approved by the SUNYFAP Executive Council.
5. A winner will be chosen and announced. Written notification will be sent directly to the scholarship recipient. Recipient names and college will be announced at annual conference.
6. A \$500 check will be requested and mailed by the Treasurer to the recipient's Bursar Office. The check will be made co-payable to the student and the institution. A form will be enclosed with the check for the student's school to complete and return. They will verify that the student is enrolled full-time for the fall semester.

G. SUNYFAP Professional Development Grant and Training Scholarships

1. There will be \$5000 in development and training funds.
2. From this money one development grant will be made and the remainder of the funds will support training.
3. SUNYFAP Professional Development Grant.

The Professional Development Grant application packet will be prepared and presented to the SUNYFAP Executive Council prior to November 1 of each year for endorsement.

After approval by the SUNYFAP Executive Council, the application packet will be mailed to each active member prior to March 1 of each year. A final deadline shall be set prior to February 1 of each year.

The grant is available for active members only and may be used for attendance at the Annual Conference. (Motion approved October 26, 1998).

Upon receipt of all completed application packets, a winner will be chosen by the Scholarship and Awards Committee, and notified in writing. A copy will be sent to the Conference Chair.

Conference Chair will arrange for the recipient's room charge to be placed on the hotel master bill.

The Scholarship and Awards Committee Chair will monitor the recipient's involvement for the one year following the award. It is expected that the recipient serve on a SUNYFAP Committee. The chair will report the outcome to the Executive Council prior to March 1 of each year.

4. SUNYFAP Training Scholarship

The training Scholarship application packet will be prepared and presented to the SUNYFAP Executive Council prior to September 1 of each year for endorsement.

After approval by the SUNYFAP Executive Council, the Training Scholarship will be advertised in several issues of the newsletters. Application packets will be sent to any active member upon request to the Scholarship and Awards Committee Chair.

Funds will be awarded on a rolling basis until the money is gone. Funds will be awarded to equal 75% of the requested amount or \$500, whichever is less.

The Training Scholarship is available for active members only and may be used for attendance at a training seminar.

Upon receipt of all completed application packets, winners will be chosen by the Scholarship and Awards Committee and notified in writing. A copy will be sent to the Treasurer and the professional Development Chair.

The Treasurer and the Scholarship and Awards Committee Chair will arrange for payment to the recipient.

The Scholarship and Awards Committee Chair will make sure the recipient submits a report within 30/60 days of the training completion and will schedule a time for the recipient to present at an upcoming SUNYFAP meeting.

- H. Provide updates, as appropriate, to the Webmaster to be posted to the SUNYFAP website.
- I. Check with award recipients as to proper campus or agency contact to notify of award receipt. Then send letter to contact.

Membership: 1. Chair appointed by the President.

- 2. Approximately 5 to 6 other members, as necessary, selected by the Chair with assistance of the President.

Qualifications: Active and Associate members of organization.

Approved: March 1, 1999

Revised: March 28, 2003

AUDIT COMMITTEE

Purpose: To review financial records of the association to ensure that proper and sound fiscal procedures are followed by the Treasurer and the Budget Committee.

Duties:

1. Meet annually during the fall semester to review all fiscal records and transactions that have taken place since the last audit.
2. Record any irregularities or recommendations for fiscal improvements.
3. The chair shall submit a written report to the President by the end of the calendar year.

Membership: The committee should have a total of three (3) to five (5) members with the Treasurer serving as an ex-officio member.

Qualifications: Active members of the organization.

Approved: September 24, 2001
03/10/2005