



Position: President-Elect, President, Past President

Length of Commitment: 3 years total

Monthly Time Commitment:

Committee Membership: See below

Responsibilities:

- President-Elect:
 - Committee Membership: Executive Committee, Fall Conference, Spring Conference, Finance
 - Appoint Conference Co-Chairs for the year they will be President
 - Represent WASFAA and serve on MASFAA Executive Council as a voting member
 - Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
 - Review the WASFAA Handbook
 - Assist in Establishing Goals for the Association at President's Retreat
 - Assist the President in the discharge of duties and assume the responsibilities of the President in the event of an absence or incapacity of the President
 - Arrange upcoming year's committees and chairs
 - Plan annual President's Retreat for year of Presidency
 - Attend NASFAA's Leadership & Legislative Conference held in Washington DC in the Spring, paid by WASFAA
 - Attend one state conference from a MASFAA Member state (or appoint a designee)
 - Partial costs are paid by MASFAA, remainder paid by WASFAA

- President:
 - Committee Membership: Executive Committee, Fall Conference, Spring Conference, Finance
 - Attend and preside at each WASFAA Executive Committee Meeting and Business Meeting
 - Organize and announce each WASFAA Executive Committee meeting and Business Meeting. Submit agendas to the Executive Committee members 1-2 weeks prior to each meeting.
 - Take responsibility for all representative actions taken as an association
 - Appoint committee co-chairs and appointed positions
 - Appoint the Chairperson of the Membership Committee, Parliamentarian, Association Archivist/Historian
 - Orient and train chairs, new officers, and new appointees
 - Establish goals for the Association, coordinate execution, and monitor completion of goals
 - Participate in the review and update of the WASFAA Handbook



- Provide the association with updates for WASFAA and MASFAA websites/newsletters
 - Correspond and respond to issues of concern to and by the membership
 - Attend the NASFAA Conference, paid by WASFAA
 - Prepare and distribute a year-end report at the conclusion of the term
 - Serve as official NASFAA contact
 - Provide guidance to all WASFAA Committees
 - Handle all official correspondence for the Association
 - Serve as MASFAA representative until the October following your term as President-Elect
 - Plan President's Retreat
 - Sign WASFAA contracts
 - Monitor WASFAA email account
 - Coordinate items to be placed in the Archive per the handbook
- Past President
 - Committee Membership: Chair of Association Governance & Planning, Nominations, Executive Committee, Finance
 - Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
 - Assist in establishing goals for the Association at the President's Retreat
 - Coordinate handbook review/updates annually with the Association Governance and Planning Committee
 - Prepare a year-end report at the conclusion of the term
 - Monitor WASFAA Email account as needed
 - Coordinate items to be placed in the Archive per the handbook



Position: Treasurer-Elect, Treasurer, Past-Treasurer

Length of Commitment: 3 years total

- Monthly Time Commitment:

Committee Membership: Finance Committee, Executive Committee

Responsibilities:

- Treasurer-Elect:
 - Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
 - Assist in establishing goals for the Association at the President's Retreat
 - Receive all bills and issue payment
 - Maintain Checkbook
 - Maintain records of all financial transactions
 - Assist with the audit and reconcile monthly bank statements
 - Update reimbursement forms as needed
 - Coordinate with Treasurer, prepare a year-end report at conclusion of term
 - Attend NASFAA's Leadership & Legislative Conference held in Washington DC in the Spring, paid by WASFAA
 - Sign signature cards for US Bank
 - Attend a transition meeting with the Treasurer and Past Treasurer
 - Required to be Bonded
- Treasurer
 - Chairperson of the Finance Committee
 - Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
 - Assist in establishing goals for the Association at the President's Retreat
 - Custodian of all financial reports of the Association
 - Deposit and transfer funds, maintain adequate records of receipts and disbursements
 - Including PayPal account
 - Coordinate annual review of treasury reports
 - Prepare Treasurer's Report for each WASFAA meeting
 - Receive and record membership dues
 - Present financial reports to the membership at each meeting
 - Prepare all year-end reports and tax returns
 - Maintain and utilize the WASFAA computer for records
 - Maintain the records of incorporation
 - Develop the annual budget
 - Prepare an appropriate audit or review at the conclusion of the fiscal year
 - Coordinate with Conference co-chairs regarding registration fee payment spreadsheet and raffle donation forms



- Arrange US Bank signature cards for President and Treasurer-Elect, deactivate Past Treasurer and Past President from bank account and debit card transition
- Attend a transition meeting with Treasurer-Elect and Past Treasurer
- Coordinate items to be placed in the Archive per the handbook
- Required to be bonded
- Past-Treasurer
 - Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
 - Assist in establishing goals for the Association at the President's Retreat
 - Assist Treasurer-Elect and Treasurer with all duties as needed
 - Attend a transition meeting with Treasurer and Past Treasurer
 - Serve on Finance Committee. Record minutes at all Finance Committee meetings
 - File taxes for the association



Position: Secretary

Length of Commitment: 2 year term, elected in even years

Monthly Time Commitment: 2-4 hours, additional time for 'duties as assigned'

Committee Membership: Executive Committee

Responsibilities:

- Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
- Assist in establishing goals for the Association at the President's Retreat
- Custodian of all records of the association
- Record, keep, and promulgate: minutes of all meetings of the Association, Executive Committee meetings, and Standing Rules
- Accomplish all official correspondences of the Association
- Responsible for the maintenance and storage of the official WASFAA Handbook
 - Participate in the annual review and update; complete updates to the handbook following Executive and Business Meetings if changes are reflected in the minutes
- Present Amendments to the Articles of the Association to the membership no less than fifteen days prior to the date of the Annual Meeting
- Coordinate items to be placed in the Archive per the handbook



Position: Member at Large

Length of Commitment: Two Calendar years beginning immediately following the annual meeting

Committee Membership: Executive Committee, One other WASFAA Committee

Responsibilities:

- Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
- Assist in establishing goals for the Association at the President's Retreat
- Participate in the annual review and update of the WASFAA Handbook
- Serve as a member of at least one WASFAA Committee
- Serve as the eyes and ears of the membership and report concerns to the Executive Committee
- Assist the President or Executive Committee as duties "as assigned" (such as Parliamentarian)
- Serve as communication liaison for a group of committees to the Executive Committee



Position: Conference Co-Chair

Length of Commitment: 12-18 months, Fall Conference Co-Chairs typically serve longer terms

Committee Membership: Executive Committee, Conference Committee

Responsibilities:

- Attend and participate at each WASFAA Executive Committee meeting and Business Meeting
- Assist in establishing goals for the Association at the President's Retreat
- With Conference Committee Co-Chair, select a committee with representation from all sectors of membership if possible; delegate duties to committee members; supervise committee members
- Monitor conference budget with the Treasurer-Elect. Additional funding, if needed, is requested through the Executive Committee.
- Coordinate and monitor conference cost reimbursement through the WASFAA Treasurer-Elect
- Communicate with the conference site sales person at the venue to: determine appropriate set up for each room, display signs for the conference attendees, set up conference registration, set up conference exhibitor area, and any other logistical needs for the conference.
- Be available during the conference to facilitate coordination of both conference site and program needs.
- Plan and coordinate the conference program (Refer to planning suggestions in the Conference Handbook).
- Assist with update and maintenance of Conference Planning Handbook
- Contact and schedule speakers; arrange travel, lodging and honorariums.
- Arrange for interest sessions.
- Arrange sector meeting times and user group meetings as appropriate.
- Schedule time for committee meetings as appropriate.
- Coordinate social/networking events.
- Arrange meals for the conference. Allow for those with special dietary needs to have alternative meals if needed.
- Arrange for updates from HEAB, the US Dept. of Education, NASFAA, MASFAA and other financial aid stakeholders.
- Arrange rooms and equipment to meet presenters' needs.
- Work with the Awards Committee to host an annual awards ceremony. (Spring conference only)
- Prepare tentative agenda for conference announcements and a final agenda for the conference packet.
- Assign and communicate head table seating arrangements.
- Work with the Corporate Support co-chairs regarding vendors and vendor exhibit area.
- Present program plans to the Executive Committee at the two Executive Committee meetings prior to the conference, or earlier if desired.



- Update the WASFAA Website with conference details. Provide conference updates to be posted on the blog and shared with the membership to the WASFAA Web Content Manager
- Arrange for WASFAA photographer to attend the conference and request photos be shared throughout the conference and archived after conference ends.
- Prepare conference registration materials.
- Monitor conference registrations as well as hotel bookings to ensure contract quotas are met.
- Provide nametags for guests. Membership Committee is responsible for nametags for WASFAA members.
- Arrange registration area and coordinate staffing of registration area; assist with registration.
- Send thankyou notes to conference participants.
- Purchase gift for MASFAA representative.
- Create and send a conference evaluation; gather and tabulate evaluation forms and report results to the Executive Committee.
- Document, and pass the Conference Handbook on to the Executive Committee and to the next conference planning co-chairs
- Make annual recommendations for updating this position description.



Position: Committee Chair/Co-Chair

Length of Commitment: Varies based on committee, generally one year

Committee Membership: Named WASFAA Committee

Responsibilities:

- Attend and participate at each WASFAA Executive Committee meeting (when necessary) and Business Meeting
- Assist in establishing goals for the Association at the President's Retreat
- Develop annual committee goals and objectives to be to the Executive Committee
- Coordinate and Monitor committee cost reimbursement through the Treasurer-Elect
- Request special project and/or additional funding through the Executive Committee
- Solicit Committee Members, attempting to provide representation from all sectors. Present membership list to the Executive Committee
- Prepare and hold periodic committee meetings throughout the year, preferably in conjunction with WASFAA Conferences
- Submit information for the WASFAA Website to update membership regarding committee activities
- Submit an annual report to the Executive Committee prior to or at annual meeting
- Perform committee functions as outlined in the WASFAA Handbook-referring to committee description
- Perform additional committee functions as desired and approved and/or funded by the Executive Committee
- Keep Executive Committee informed of activities throughout the year through periodic written communication reports
- Include President as an ad hoc member of the committee, except Nominations
- Participate in the annual review and update of committee descriptions for the handbook
- Participate in the annual development of the WASFAA budget line for your respective committee