

# **IASFAA Committee Descriptions**

## **Awards Committee**

Award Committee members are responsible for choosing the award recipients from nominations submitted to the committee. Members review all nominations and rank them (1st, 2nd, 3rd, etc.) based on who they feel best meets the criteria for the award. There are between five and eight awards given each year between the two conferences.

Award Committee members need to be aware that there will be only a few days to review nominations and to submit their votes. The amount of time is minimal, but length of time is limited when we need your input.

## **Community Outreach Committee**

The purpose of the Community Outreach Committee is to provide information on financing higher education to communities other than the financial aid community.

For 2011-12 the Community Outreach Committee will be:

1. Hosting the Reality Store on Wed. Sept. 21<sup>st</sup> at North Tama Middle School.
2. Training High School counselors about various financial aid topics by way of webinars.
3. Helping coordinate volunteers for the College Goal Sunday program that is held in Iowa from February 18-26, 2012.
4. Awarding the annual Frieda Award.

Time commitment varies based on the number of events you are involved in. You can simply participate in planning the event(s) or choose to volunteer your time at any of the event(s).

## **Electronic Services Committee**

The purpose of the Electronic Services committee is to provide technological support and services to the Corporation. The chair of the committee acts as a liaison between membership and the website provider (ATAC) to communicate all web requests.

The committee has a chairperson and co-chair, but typically not additional members. The time commitment varies based on the time of year and the needs of the association at that time. Some weeks no time commitment is required; however, during busy times (such as conferences) it could be 4-6 hours per week.

## **Federal and State Issues Committee**

The primary goals of the Federal and State Issues Committee are to keep the IASFAA membership informed of recent financial aid-related legislative happenings and to promote legislative involvement throughout the association. Some ordinary tasks of this committee include:

1. Sending out email notifications to the IASFAA listserv notifying IASFAA members of any recent legislative issues
2. Coordinating the IASFAA legislative day in Des Moines
3. Preparing informational resources/legislative training materials for the use of the IASFAA membership

Time requirement varies depending on the time of year, and the year that you are involved (there may be more financial aid-related legislative action one year when compared to others).

## **IASFAA Committee Descriptions**

### **Newsletter Editor**

The Newsletter Committee is responsible for gathering articles from the various officers and committee chairs of the organization and compiling them into an electronic newsletter. It is suggested that a newsletter be produced four times during the year. The committee chair sets a date on the web for each newsletter and then a month out from that date starts sending out emails requesting articles. The Newsletter Editor collects and proofs the articles then forwards them on to an assigned person for publishing. The assigned publisher then compiles them into newsletter format for the web.

The time commitment for chairing and serving on this committee is minimal as most can be completed during normal business hours. There may be some additional time on the publisher's side converting the articles into a web format.

### **Professional Development and Training Committee**

The purpose of the Professional Development Committee is to promote the professional growth and development of IASFAA members through training opportunities.

Duties of the committee include:

1. Planning and facilitating fundamental sessions at fall and spring IASFAA Conferences geared toward new financial aid professionals.
2. Planning and facilitating annual workshops for IASFAA members and support staff.
3. Coordinating an informational meeting and meal functions to facilitate the networking process for new IASFAA members.
4. Coordinating arrangements for workshops with other appropriate IASFAA Committees, particularly site, program, and exhibitor relations.
5. Coordinating and maintaining a repository of IASFAA and NASFAA training materials.
6. Coordinating the annual NASFAA Training activities.
7. Coordinating the Leadership Symposium.

The time commitment ranges from 5-15 hours depending on assignment.

### **Program Committee**

The Program Committee has the pleasure of making it all happen in terms of the two conferences hosted by the association. Members of the committee have the opportunity to brainstorm on sessions that would be helpful to the association and seeing them through to fruition. They help shape the knowledge base of professionals in the industry! Certain members of the committee are also assigned to help with other details associated with the conference, such as room coordination, meals, exhibitors, registration, charity event, etc. Most members are assigned an interest session to coordinate, which involves making contact with the presenter and keeping both parties informed as planning progresses.

The Program Committee coordinates activities during the fall and spring IASFAA conferences for conference newcomers. Activities for the IASFAA conferences include matching newcomers with mentors, coordinating an event for conference newcomers to meet their mentor and learn more about IASFAA, and provide informational packets to conference newcomers. One member of the program committee is assigned the duty of coordinating these activities.

The committee has one on-site meeting at each conference location, and then conducts all other meetings by conference calls. Planning starts a few months before each conference and the committee does not meet more than once every other week. Depending on how far the committee is with planning, the conference calls range from a half hour to two hours.

## **IASFAA Committee Descriptions**

### *Site Committee*

The purpose of the Site Selection/Coordinating Committee is to select sites for the fall and spring IASFAA Conferences and other events assigned by the IASFAA President.

This committee works directly with the site hotel/facility to negotiate cost, space for sessions/meetings and any meal functions or food for the event. This committee also works closely with the IASFAA Program Committee and President/Executive Council to facilitate and ensure successful events.

The time commitment varies depending upon the site and number of events throughout the year. It would be preferable to be able to meet onsite at least once per event and whatever time it would take to fulfill duties assigned by the committee chair/co-chair. It will also most likely require committee members to be available during the conferences/events to facilitate and ensure site/food is managed according to pre-arranged specifications and any last minute changes.

The committee should consist of a chair and co-chair and 4 to 5 IASFAA committee members preferably from the event area or with some travel privileges.