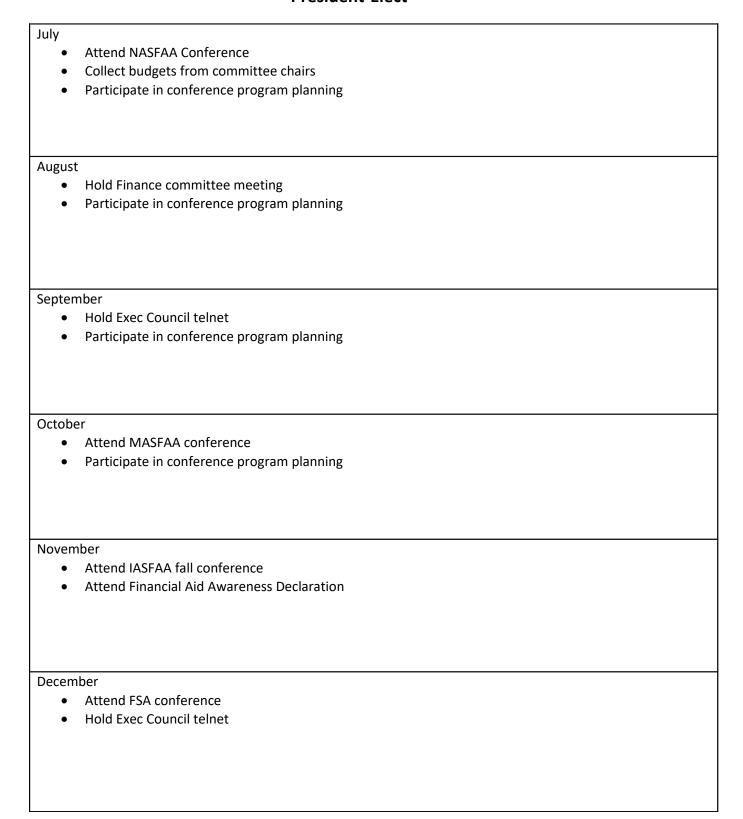
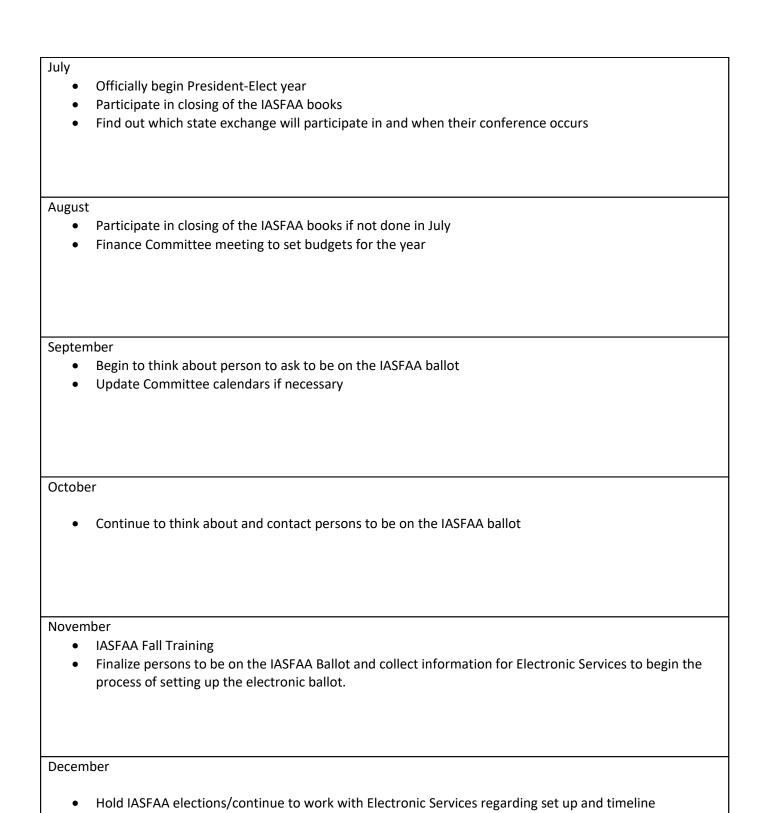
President

January	
•	Participate in conference program planning
Гарила	 .
Februa	
•	Hold Exec Council telnet
•	Participate in conference program planning
March	
•	Participate in conference program planning
April	
•	Hold Exec Council meeting
•	Attend spring conference and pass the gavel at the conclusion
	6 to 1 to
May	
Iviay	
June	
	Host Exec Council Summer Retreat
•	
•	Send reminder email to about membership renewal

July •	Attend NASFAA Conference Collect budgets from committee chairs Participate in conference program planning
	Tarticipate in conference program planning
August	Hold Finance committee meeting Participate in conference program planning
Septem	iber Hold Exec Council telnet Participate in conference program planning
Octobe	r Attend MASFAA conference Participate in conference program planning
Novem	ber Attend IASFAA fall conference Attend Financial Aid Awareness Declaration
Decemi	ber Attend FSA conference Hold Exec Council telnet

President-Elect





Past President

January
 Attend MASFAA winter Exec Council meeting in spring of past presidency term
February
March
 Submit MASFAA blog for state update in spring of past president term
A:1
April
Past presidency begins at spring conference and runs until the next April. MASFAA duties begin in
October of your term and run until the next October. You will overlap with the next Past President
May
June
Exec Council Summer Retreat (usually end of month)
 Attend MASFAA Exec Council summer retreat (usually beginning of month, coinciding with MASFAA
summer institute possibly.)
 Submit MASFAA blog for state update in spring of your past presidency

July	
- July	
August	
Participate in IASFAA Finance committee budget meeting	
September	
Submit MASFAA blog for state update	
October	
 Attend first Exec Council meeting for MASFAA Board as State Rep in beginning of your pa 	st presidency
term. This is held at the MASFAA conference	
November	
Attend Exec council board meeting for IASFAA	
Participate at Business meeting at fall IASFAA conference	
December	
Submit MASFAA blog for state update	

Vice-President

<u>January</u>	
•	Setup phone meetings Reconciliation
<u>Februa</u>	ry
•	Setup phone meetings Reconciliation
<u>March</u>	
•	Setup phone meetings Reconciliation
<u>April</u>	
•	Setup phone meetings Reconciliation
May	
•	Setup phone meetings Reconciliation
June •	Setup phone meetings Reconciliation

<u>July</u> • Setup phone meetings • Reconciliation • Year-end reconciliation typically held <u>August</u> • Setup phone meetings • Reconciliation <u>September</u> • Setup phone meetings Reconciliation <u>October</u> • Setup phone meetings • Reconciliation **November** • Setup phone meetings • Reconciliation <u>December</u> • Setup phone meetings

• Reconciliation

Secretary

January

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

February

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

March

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

April

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review
- Spring Conference

May

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

June

- Exec. Council retreat
- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

July

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

August

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

September

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

October

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

November

- Fall Conference
- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

December

- Email Executive Council members a reminder to send their report before the monthly meeting to be included in the minutes
- Take notes during meetings and compile minutes
- Before next meeting email minutes to members for review

Treasurer and Treasurer-Elect

January	
•	Monthly entering of payments and pay bills.
Februa	ry
•	Monthly entering of payments and pay bills.
March	
•	Monthly entering of payments and pay bills.
April	
•	Monthly entering of payments and pay bills.
May	
•	Monthly entering of payments and pay bills.
June	
•	Monthly entering of payments and pay bills. Exec Council Meeting.

July	
•	Monthly entering of payments and pay bills. Reconcile and Close Books
August	
•	Monthly entering of payments and pay bills. Approve Budgets
Septen	nber
•	Monthly entering of payments and pay bills. Prepare reports for Accountant – Tax Return
Octobe	er
•	Monthly entering of payments and pay bills
Novem	ıber
•	Monthly entering of payments and pay bills.
Decem	ber
•	Monthly entering of payments and pay bills.

Delegates

January
February
Review Conflict of Interest Policy every odd year.
March
April
Attend IASFAA Spring Conference
May
Live a
June • Attend IASFAA Summer Retreat
 Set up time and location to meet with Treasurer-elect, Treasurer and President-Elect to review books
Set up time and results. To meet with freedomer closely freedomer and freedom books

July	
Review of books	
August	
/ Nagast	
September	
October	
IASFAA Salary Survey can be completed every odd year	
Update Fact Book	
November	
 Set up phone meeting to discuss updates to the P & P and Addendums. 	
December	