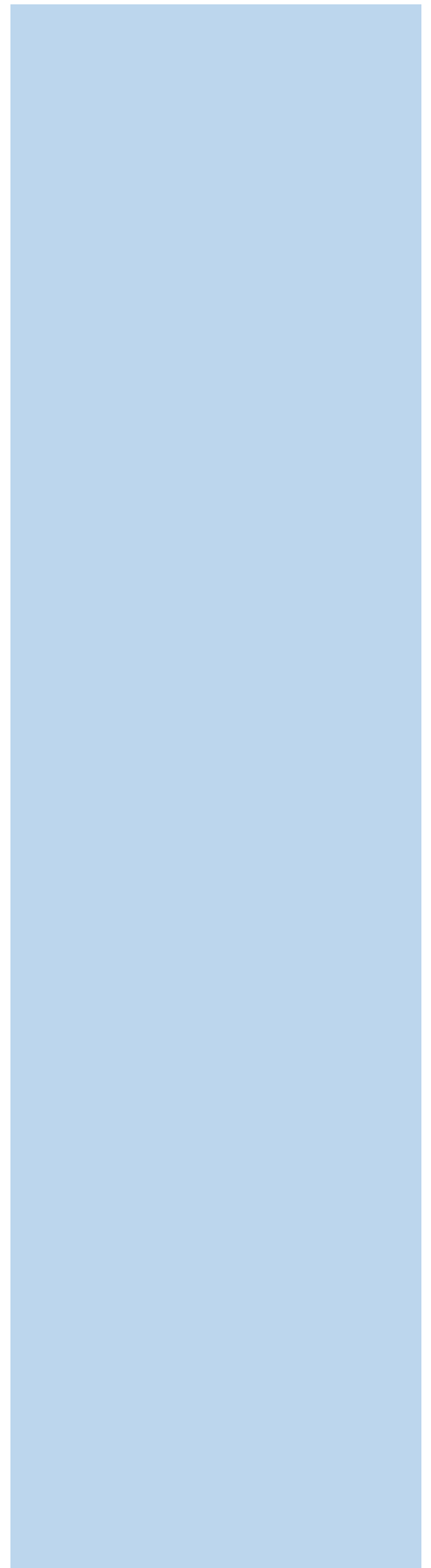




MASSACHUSETTS ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS

2021 Election Role and Responsibilities

Updated on August 2020



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PRESIDENT

Authority

The *By-Laws* in Article III, Section 1 indicate the duties of the President.

The President shall preside at all meetings of the Executive Council and of the Association, and perform such other duties as pertain to the office of President. The President shall be a member, ex officio, of all committees and shall submit an annual report to the Association.

The duties of the President are also specified in the parliamentary authority adopted by the Association insofar as this does not conflict with the by-laws.

General Responsibilities

The President is vested by the Association with the responsibility for its effective administration. The President is the highest-ranking elected executive in the organization.

Specific Duties and Responsibilities

The duties and responsibilities of the President are as follows:

1. Serve as the chief executive officer of the Association.
2. Notify the members of any regularly scheduled meeting at least thirty (30) days prior to such meetings.
3. Carry out the purposes of the Association and the directives of the Executive Council.
4. Provide leadership and direction to all activities of the Association, Executive Council, and committees of the Association.
5. Call and preside at all meetings of the Association, Executive Council, and executive sessions of the Executive Council.
6. With the approval of the Executive Council, appoint committees deemed necessary to carry out the functions of the Association.
7. Serve as an ex officio, non-voting member of all committees.
8. Under the guidance of the Executive Council, serve as the liaison between the Association and government agencies, foundations, private business, private and community organizations, and other exhibitors of student financial aid funds.
9. With the approval of the Executive Council, negotiate and enter into contracts on behalf of the Association.
10. Serve as chair of the Finance Committee and maintain general oversight for the fiscal integrity of the Association.
11. Appoint the Past-President and at least four members of the Association to the Nominating Committee.
12. Appoint a member of the Association (either a current or past Executive Council member) to represent MASFAA as a member of the EASFAA Executive Council for a two-year term.
13. Perform such other duties as the Executive Council may request.
14. Provide a reminder of the provisions of Article IV, Section 3 of the By-Laws to Executive Council members subsequent to each meeting absence.

PRESIDENT-ELECT

Authority

The *By-Laws* in Article III Section 2 indicate the duties of the President-Elect.

The President-Elect shall assist the President with the activities of the Association. In the absence or disability of the President, the President-Elect shall assume the office of President.

The duties of President-Elect are also specified in the parliamentary authority adopted by the Association insofar as this does not conflict with the by-laws.

General Responsibilities

The role of the President-Elect should be structured to ensure a meaningful contribution to the efficiency of the organization as well as the need for that person to gain all the necessary knowledge and involvement to become an effective President.

Specific Duties and Responsibilities

The duties and responsibilities of the President-Elect are as follows:

1. Perform all the duties of the President in the absence or disability of the President.
2. Serve as a member of the Executive Council.
3. Serve as Chairperson of the Awards Committee.
4. Serve as a member of the Finance Committee.
5. Prepare for the term of office as President.
6. Serve as parliamentarian of the Association and the Executive Council.
7. Appoint following year's Committee Chairs by April 1. (See page 31 for specific selection guidelines.)
8. Select the Conference site for two years hence in consultation with the Conference Committees.
9. Perform such other duties as the President may request.

PAST PRESIDENT

Authority

The *By-Laws* in Article III, Section 6 indicate the duties of the Past President:

The Past-President shall provide advice and counsel to the President and President- Elect and serve as a resource person to the other officers. The Past-President would perform all duties of the President in the absence of the President and President–Elect. He/she will also serve as Chair of the Nominations Committee and as a member of the Finance Committee.

The duties of the Past President are also specified in the parliamentary authority adopted by the Association insofar as this does not conflict with the by-laws.

General Responsibilities

The Past President provides advice and counsel to the President and President-Elect. He/she also serves as a resource person to other officers, Members at Large of the Executive Council, and Committee Chairs and Chairs.

Specific Duties and Responsibilities

The duties and responsibilities of the Past President are as follows:

1. Perform all duties of the President in the absence or disability of the President and the President-Elect.
2. Serve as a member of the Executive Council.
3. Serve as Chairperson of the Nominations Committee.
4. Serve as a member of the Finance Committee.
5. Reconcile the Association’s monthly bank statements as required by the terms of the employee dishonesty insurance policy.
6. Represent MASFAA as EASFAA meetings
7. Perform such other duties as the President may request.

SECRETARY

Authority

The *By-Laws* in Article III, Section 5 indicate the duties of the Secretary as follows:

The Secretary shall act as recorder for the Executive Council and meetings of the membership. The Secretary shall notify the members of any regularly scheduled meeting at least thirty (30) days prior to such meetings. The Secretary shall perform such other duties appropriate to the office as the Executive Council may prescribe.

The duties of the Secretary are also specified in the parliamentary authority adopted by the Association insofar as this does not conflict with the by-laws.

General Responsibilities

The Secretary is responsible for recording minutes of all meetings of the Association, the Executive Council and the executive sessions of the Executive Council as well as for maintaining all relevant Association records.

Specific Duties and Responsibilities

The duties and responsibilities of the Secretary are as follows:

1. Under the direction of the President, notify the membership of the Annual Business Meeting at least 30 days prior to such meeting.
2. Attend and record the minutes of all Annual Business Meetings. Print, distribute, and present the minutes of prior Annual Business Meetings; once approved, post the minutes of each Annual Business Meeting to the MASFAA website.
3. Attend and record the minutes of all Executive Council Meetings. Distribute meeting materials to all absent Committee Chairs, Chairs, and Executive Council members. Provide the President notice when Executive Council members have missed more than two meetings. Present and distribute, in either paper or electronic format, the minutes of open sessions of Executive Council Meetings and once approved. Post them to the MASFAA website. Distribute the minutes of executive sessions only to Executive Council members so as to maintain the confidentiality of the issues discussed.
4. In his or her absence, designate another Executive Council member to record meeting minutes.
5. Maintain and distribute an up-to-date contact list of all Executive Council members, Committee Chairs, and Chairs.
6. **Update the MASFAA Handbook as requested by the Executive Council and direct Executive Council members to its location on the website.**
7. Serve as a member of the Finance Committee.
8. Sign all checks issued by MASFAA in excess of \$1,500, as required by MASFAA's employee dishonesty insurance policy, as needed.
9. Coordinate the retrieval and distribution of all MASFAA mail received at the post office box.
10. Perform such other duties as the Executive Council may request.

MEMBERS AT LARGE

Authority

The *By-Laws* in Article IV, Section 3 indicate the duties of the Members at Large as follows: Members at Large of the Executive Council shall be expected to attend all scheduled meetings of the Executive Council. Any member who fails to attend two consecutive or total of three, meetings per year shall be removed from the Council unless otherwise voted by the Executive Council. Any vacancy shall be filled in accordance with Article VII, Section 3, of the *By-Laws*.

Composition

The Executive Council includes seven Members At Large. Six positions are for active members and one for an associate member. The six active member positions are designated as follows to assure that each higher education sector is represented:

- 2-year college
- 4-year public college/university
- 4-year private college/university
- Graduate/Professional school
- Career/Technical/for-profit school
- General position that can be filled by any active member

General Responsibilities

The primary role of the Members at Large is to represent their sector in all MASFAA Council discussions, planning and activities. Serve as advisor to committees.

Specific Duties and Responsibilities

1. Serve as MASFAA representative for their sector.
2. Regularly communicate with sector.
3. Attend all MASFAA Council meetings.
4. Be active in discussions at all meetings.
5. Attend as many MASFAA events as possible.
6. Encourage sector participation in MASFAA events and activities.
- 7. Plan the annual Year End Event in June.**
8. Associate members involved in MASFAA leadership activities are to conduct MASFAA business only and should not advance products or services.
9. Assist with Strategic Plan development in year prior to strategic plan ending
10. Coordinate a 2-3 panel discussion at fall conference and/or during the fiscal year for sector members on a “hot” topic.