

MANAGEMENT INSTITUTE COMMITTEE

SCOPE AND PURPOSE

The Management Institute committee was established in 1998 by CASFAA President Addalou Davis. It became a standing committee in 1999 at the direction of the Executive Council. The goal of the Management Institute Committee is to establish training for members who are embarking upon management positions for the first time or to train members who need a refresher course on management and leadership. The chair of the annual project establishes the theme and direction of each year's training.

CHARGE OF THE MANAGEMENT INSTITUTE COMMITTEE

1. Provide a training opportunity to CASFAA members and non-members who can benefit by training in addition to or instead of the annual Conference.
2. Work with Fund Development to solicit sponsorships for materials, food, speakers, and travel expenses.
5. Coordinate with the Membership Chair and the Communication Chair to publicize the Management Institute as widely as possible.
6. Keep the cost of attendance very low so that the schools with impacted budgets can provide this training intermediate and newly advanced employees.
7. Limit expenses without compromising a quality experience for the attendees.
8. Work with the California Student Aid Commission to get Proprietary Certification status..
9. Advertise and publicize the Management Institute in the Newsletter and on the CASFAA website.
10. Work with the communication chair to send out notices periodically updating the membership on the content offered and when registration is available on the website.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

- A. Management Institute is appointed by the President of the Association either from interested members or from volunteer forms.
- B. Committee Size: Normally just the chair.

COMMITTEE MEETINGS

There are normally no committee meetings.

HISTORY OF THE MANAGEMENT INSTITUTE COMMITTEE

Authorized in 1999