

MINI-CONFERENCE COMMITTEE

SCOPE AND PURPOSE

The Mini-Conference committee was established in 1999 by CASFAA President Toni DuBois. It became a standing committee in 2000 at the direction of the Executive Council. The goal of the Mini-Conference Committee is to establish up to 10 sites throughout the State to train members who would not normally be able to attend the annual Conference. The chair of the annual project establishes the theme and direction of each year's training.

CHARGE OF THE MINI-CONFERENCE COMMITTEE

1. Provide one-day training opportunities to CASFAA members and non-members who can benefit by training in addition to or instead of the annual Conference.
2. Provide one-day training opportunities throughout the state of California so that the attendees can drive in and out in one day.
3. Work with the Proprietary Committee to combine at least two of the Mini-Conferences with the Summer Certification Workshops alternating North and South for their Advanced and Beginning training. The Advanced is normally scheduled for one day prior to **or** following the Mini-Conference selected. Beginning is scheduled for one day prior to **and** one day following the Mini-Conference selected.
4. Work with Fund Development to solicit sponsorships for materials, food, speakers, and travel expenses.
5. Coordinate with the Membership Chair and the Webmaster to publicize the Mini-Conferences as widely as possible.
6. Keep the cost of attendance very low so that the schools with impacted budgets can provide this training to their front-line, beginner, intermediate and newly advanced employees.
7. Limit expenses without compromising a quality experience for the attendees.
8. Appoint committee members from each segment; all three geographic areas of the state; ethnically diverse, and gender diverse to ensure a balance of membership. In addition, try to include members who have volunteered and not served before with a mix of seasoned volunteers. Limit lender participation to one member.
9. Work with the California Student Aid Commission to get Proprietary Certification status for the general and breakout sessions.
10. To the extent possible, taking into account the theme selected by the Committee, to offer breakout sessions of interest to front-line as well as seasoned financial aid professionals. In addition, offer sessions that appeal to beginner, mid-level and advanced ranges of experience.
11. Advertise and publicize the Mini-Conferences in the Newsletter and on the CASFAA website.
12. Work with the membership chair to send out notices periodically updating

- the membership on the content offered.
13. Work with the Ambassador Committee and Executive Council to solicit attendance at each of the locations.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

- A. Mini-Conference Chair The chair of the Mini-Conferences is appointed by the President of the Association either from interested members or from volunteer forms.
- B. Mini-Conference Committee Members
Members of the committee are selected by the Chair based on volunteer forms, advice of the former chair, and indication of an interest. The committee should be composed of members from each segment, from a wide range of the CASFAA membership, ensuring a balance among ethnicity, gender, type of institution and geographic location.
- C. Committee Size: At least 5 members, one from each segment.

COMMITTEE MEETINGS

Most meetings can be conducted via email and telephone. At least two meetings should be scheduled. 1) to select a theme and develop sessions to be offered and assign responsibilities; 2) to discuss the attendance of committee members North/South to serve as site persons.

HISTORY OF THE MINI-CONFERENCE COMMITTEE

Authorized in 1999