

POLICIES AND PROCEDURES COMMITTEE

SCOPE AND PURPOSE

The Policies and Procedures Committee became a standing committee of the Association at the direction of the 1993 Executive Council. The goal of the original committee was to assemble and document the existing policies and procedures of the Association in a format that provided historical perspective, ensured continuity of purpose, and facilitated training for new Executive Council Members, committee chairs, and committee and Association members.

The CASFAA Policies and Procedures manual is intended to be reviewed and revised annually and distributed to members of the Executive Council, committee coordinators, liaisons, and committee chairs to assist individuals and committees in the performance of their responsibilities to the Association. Each Executive Council member and committee chairperson is responsible for passing on his/her copy of the manual to his/her successor. The only exception to this rule is that the President retains his/her copy and passes it on only if s/he leaves the financial aid profession. A copy of the manual will be temporarily provided to any member who wishes to read it.

CHARGE OF THE POLICIES AND PROCEDURES COMMITTEE

1. Document policies and procedures of the Association when new structures or functions arise.
2. Review existing policies and procedures and update them to reflect current structures and functions of the Association as they change.
3. Review, analyze, and revise policies and procedures to ensure conformity with changes in the Association's Bylaws.
4. Ensure retention of current policies and procedures with Association's Archivist in both hardcopy and disk formats.
5. Provide copies of the policies and procedures manual on a limited time basis to Association members upon request. Any member may request a copy of the manual for the cost of copying the contents of the manual. The member must furnish the binder and the tabs.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

- A. Policies and Procedures Committee Chair:
The Policies and Procedures Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Policies and Procedures Committee Members

The Secretary shall be considered a committee member.

Committee members are appointed to the Committee by the Committee Chair. Preference in selection is given to Association members who have an ability or interest in writing or editing, or who have prior experience in the development of policies and procedures. A knowledge of the history of the Association should also be considered.

C. Committee Size:

In years when the Committee's charge is predominantly to revise and update the current policies and procedures and development is minimal, the Council recommends a Committee size of no less than two members and no greater than four members. In years when development of new policies and procedures requires a greater time commitment, the Committee Chair shall determine a Committee size that best moderates the time commitment required by any one individual. The committee size should not exceed eight members.

COMMITTEE MEETINGS

It is recommended that the Policies and Procedures Committee meet quarterly. The short and long term goals are defined at the first meeting.

FINANCIAL RESPONSIBILITY

The meeting budget is based on the travel expenses incurred by the committee members. The project budget is based on the cost of the annual revision, including printing and distribution costs.

HISTORY OF THE POLICIES AND PROCEDURES COMMITTEE

The CASFAA Policies and Procedures Committee was authorized in 1993.