

TRAINING COMMITTEE

SCOPE AND PURPOSE

The Training Committee became a standing committee of the Association at the direction of the 1972-73 Executive Council. The goal of the Committee is to assess the information and training needs of the CASFAA membership and to encourage, develop, coordinate and/or deliver responses to those needs. Membership on the Training Committee is typically a 12-month appointment.

CHARGE OF THE TRAINING COMMITTEE

1. Identify information and training needs of the membership.
2. Design training workshops.
3. Coordinate training activities with CSAC, other CASFAA committees, and other organizations and associations.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

A. Training Committee Chair:

The Training 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 Chairperson selected by the President.

B. Training Committee Members

This committee should consist of members from each of the five institutional segments, a member from CSAC and an Ethnic Diversity Liaison.

MEETINGS

This Committee meets four to five times per year. The goals of each meeting are to plan and evaluate training events and other committee activities.

FINANCIAL RESPONSIBILITY

The meeting budget is based on projected travel costs of the members. The costs to develop the training events are considered in the project budgets and include: site expenses, trainer's expenses, material expenses, mailings, and printing.

REPORTING

The Committee publishes articles in three issues of the CASFAA Newsletter and also organizes special mailings to the membership, as needed.

HISTORY OF THE TRAINING COMMITTEE

The CASFAA Training Committee was authorized in 1972. In 1997, the Committee produced the CASFAA Family Education Rights and Privacy Act (FERPA) Video. The video received a NASFAA State Award at the 1998 national conference in Chicago, Illinois. This video was extremely well-received by the association members and has been requested by numerous state associations, organizations, and colleges and universities throughout the country.