

POSITION: President

PURPOSE:

The President shall be the chief elected officer of MSFAA. The President shall provide leadership and direction to the Board of Directors and the Association and shall schedule and preside at all Board meetings. The President is responsible for submission of an annual budget to the Board of Directors for approval. The President shall submit an annual report to the membership at the end of his/her term.

DUTIES:

The President shall:

1. Represent the Association at Michigan Higher Education Assistance Authority (MHEAA) meetings or designate an appropriate person to attend.
2. Work with the Federal and State Issues committees on areas regarding financial aid matters.
3. Present testimony on behalf of the Association during state appropriations process or other hearings.
4. Respond to issues at the request of various Federal and State House and Senate committees.
5. Serve as liaison with US Department of Education (ED) regarding association issues/concerns.
6. Serve as State Delegate to the Midwest Association of Student Financial Aid Administrators (MASFAA) Executive Council from October to October. (The MSFAA term of office is from February to February while the MASFAA term of office is from October to October. Consequently, the current MSFAA President's term as State Delegate to MASFAA commences in October **prior** to the President Elect assuming the MSFAA Presidency in February.) The State Delegate attends four meetings per year, as well as participates in various conference calls and e-mail correspondence.
7. Assure sufficient representation of Michigan members on MASFAA and NASFAA committees and slate of candidates for office.
8. Write articles for the MSFAA newsletter, the MSFAA web page, conference materials, membership directory, and miscellaneous publications as requested.
9. Represent the Association at the annual MASFAA and NASFAA conferences.
10. Appoint committee chairs and work with them on goals, objectives and budgets.
11. Encourage diverse participation on committees.
14. Serve as ex-officio member of all standing committees.
15. Schedule and set agenda for all meetings of MSFAA Board of Directors with the Secretary.
16. Chair the Finance Committee (consisting of the Treasurer, Past President, President-elect, President, and Corporate Support Chair) to determine the budget for the following year.
17. Conduct periodic reviews of the Treasurer's records.
18. Provide direction to the Conference Program and Site Committee Chairs on conference activities, i.e., meeting agendas, business meeting schedule, head table assignments, securing VIP speakers, etc.
19. Assure that the Policies and Procedures Manual and the Long Range plan are kept current.

Revision Date: 3/07