

Duties of the President

1. Set the agenda and chair the June Planning Retreat meeting.
2. Determine the dates, times, locations and agendas of all General and CAPFAA Council meetings; chair/facilitate meetings, cast the deciding vote, if needed, on motions brought to the floor.
3. Appoint appropriate committee chairs and approve committee members.
4. Serve as a member, ex-officio, of all committees
5. Serve as a member of the board of directors of the Association
6. Monitor committee and association activity
7. Prepare or approve the cover letters which accompany most association mailings.
8. Write the “President’s Message” for the newsletters
9. Oversee the Executive Council voting for the Lifetime Membership Award
10. Represent the Association at NASFAA, EASFAA, and elsewhere, as needed, or designate a member to do so if you cannot
11. Submit a report to the Association at the Annual Business Meeting
12. Maintain contact with the following ad hoc committees:
 - Development
 - Financial Aid Fair (Guidance Counselor Fair)
 - Strategic Planning
 - Winter Conference

Duties of the Treasurer

1. Serve a two year term
2. Attend all General and CAPFAA Council Meetings; participate in Executive Council decisions.
3. Maintain all Association bank accounts; coordinate the changing of signatories with new elections.
4. Coordinate the membership mailing; collect dues; invoice Purchase Orders
5. Receive and disburse all monies of the Association and keep adequate and appropriate records of such receipts and disbursements.
6. Prepare a monthly budget report for Executive Council; prepare an annual report for presentation to the Association at the Annual Business Meeting
7. Arrange for a biannual audit/review of CAPFAA's books
8. File any required state or federal financial reports
9. Maintain contact with the following ad hoc committees:
 - Development
 - Membership (Directory)

Duties of the Secretary

1. Serve a two year term
2. Attend all General and CAPFAA Council Meetings; participate in Executive Council decisions.
3. Take minutes at all CAPFAA Council meetings (and, if needed, Executive Council meetings); type up minutes; distribute to CAPFAA Council (Executive Council and Committee Chairs). Include copies of committee reports and other material brought to the floor for those who were absent from the meeting.
4. Take minutes of the General Meetings; type up minutes for inclusion in the Annual Meeting Booklet.
5. Update, order, and maintain supplies of CAPFAA letterhead and envelopes; distribute to committees as needed.
6. Notify all CAPFAA Council members of regular and special meetings; make cancellation and confirmation calls as necessary, send cards and letters as requested by Executive Council.
7. With the Electronic Initiatives chair, maintain the CAPFAA mailing lists (all members, institutional members, associate members, voting members, CAPFAA Council and non-member schools and organizations)
8. Receive requests for amendments to the Constitution (Article VII) and By-laws (Article IX) and prepare and distribute properly proposed amendments for consideration by the membership. Prepare ballots for amendment votes and oversee the voting.
9. Miscellaneous: perform secretarial support functions (type agendas, order supplies, maintain records, etc.) as requested by the president.
10. Coordinate and prepare the Annual Meeting booklet.
11. Maintain contact with the following ad hoc committees:
 - Constitution, Bylaws & Association History
 - Electronic Initiatives
 - Newsletter

Duties of Vice-President

1. Serve a two year term
2. Attend all General and CAPFAA Council Meetings; participate in Executive Council decisions.
3. Chair the Training Committee (constitutionally mandated)
4. Maintain contact with the following ad hoc committees:
 - Comprehensive Training
 - Diversity and Multi-Cultural
 - Early Awareness
 - Proprietary Concerns
 - Winter Conference

Duties of the President-Elect

1. Serve a three year term (one year as President Elect; one as President; one as Past-President)
2. Attend all General and CAPFAA Council Meetings; participate in Executive Council decisions.
3. Serve as a member of the board of directors of the Association
4. Perform all the duties of the President, in the absence or disability of the President
5. Attend the NASFAA Leadership Training
6. Assist the president and in all ways prepare for the Presidency; serve as a member, ex-officio, of all committees, to gain a sense of the Association's functioning
7. Recruit the Annual Winter Conference Chairs for your upcoming term of office; recruit other committee chairs
8. Chair the Scholarship Committee
9. Set the date, time and site for the June Planning Retreat for your upcoming term as president; notify Officers and Committee Chairs
10. Maintain contact with the following ad hoc committees:
 - Annual Business Meeting
 - Awards
 - Golf Tournament

Duties of the Past-President

1. Attend all General and CAPFAA Council Meetings; participate in Executive Council decisions.
2. Serve as a member of the board of directors of the Association
3. Chair the Membership (Directory) Committee, Lifetime Membership Award Committee and the Nominations and Elections Committee
4. Maintain contact with the following ad hoc committees:
 - Cunningham Award
 - Lifetime Membership Award
 - Membership (Directory)

Duties of the EASFAA Representative

1. Serve a two year term.
2. Attend all General Meetings (October, December, March and June) and monthly CAPFAA Council Meetings; participate in Executive Council decisions.
3. Represent the Association at the EASFAA planning retreat and council meetings.
4. Prepare and submit an annual budget to EASFAA
5. Respond to requests for information from EASFAA council members.
6. Prepare the CT state report for the EASFAA council meetings, highlighting association activities.
7. Provide EASFAA updates for the CAPFAA Council and general membership.
8. Coordinate purchase of the State Association Gift for the Vendor Raffle at the EASFAA Conference; present gift during Raffle
9. Submit a report to the membership at the Annual Business Meeting

President

Development

President
Elect

Treasurer

Secretary

Vice-
President

Past
President

EASFAA
Rep