

Duties of the Officers

President

The President shall preside at all meetings of the Executive Council and of the Association, and perform such duties as pertain to the office of President; shall be a member, ex-officio, of all committees; and shall submit an annual report to the Association. The President shall serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.

President-Elect

The President-Elect shall assist the President and in all ways prepare for the Presidency. In the absence or the disability of the President, the President-Elect shall have all the powers and shall perform all the duties of the President without prejudice to his/her subsequent term in office as president. The President-Elect shall chair the Scholarship Committee and serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.

Vice-President

The Vice-President shall be responsible for training and shall chair the state-wide Committee on Training

Secretary

The Secretary shall be responsible for the records of the Association and the Executive Council and shall perform such other duties appropriate to the office as the Executive Council may prescribe; shall be responsible for keeping the members informed of the developments in the field of student financial aid and other pertinent information of interest to the professional administrators of student financial aid through the publication of a quarterly newsletter. The Secretary shall notify members of all regular and special meetings.

Treasurer

The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Council, and shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall be responsible for notifying members about the payment of annual dues and shall collect dues. The Treasurer shall be ready whenever required to turn over to the Council all monies, accounts, record books, papers, vouchers, and other records pertaining to the office, and shall turn the same over to the successor when elected. The Treasurer shall be bonded at the expense of the Association, the amount to be designated by the Executive Council. The Treasurer shall submit an audited annual report to the Association.

Past-President

The Past-President shall serve as a member of the Executive Council. The Past-President shall serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.

EASFAA Representative

The EASFAA Representative shall be the Association's representative to the Eastern Association of Student Financial Aid Administrators (EASFAA); and shall submit an annual report to the Association.

Associate Member Representative

The Associate Member Representative shall be responsible for representing the interests of associate members to Executive Council and shall chair the Development Committee.