

WASFAA



State Presidents' Group Handbook

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The intent of this handbook is to help the incoming State Presidents' Group (a WASFAA committee) have a better understanding of its role on the WASFAA Executive Council. The handbook includes an overview about the State Presidents' Group as well as other items important to members of the WASFAA Executive Council in a condensed format. The handbook was developed by the 2007-2008 State Presidents' Group and was most recently updated in April, 2011.

2007-2008 State Presidents' Group Members

Mindy Bergeron	California	John F. Kennedy University
Nick Boschert	Nevada	University of Nevada - Reno
Rod Dunn	Idaho	University of Idaho
Alexandra Edwards	Alaska	Charter College
Jodie Kuba	Pacific Islands	University of Hawaii – West Oahu
Leslie Limper	Oregon	Reed College
Ellen Neel	Arizona	Glendale Community College
Marilyn Ponti	Washington	Whitman College

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The designees from each of the states in the WASFAA region are an integral part of the WASFAA Executive Council. The role is one of being the primary and voting voice of the members of the state association that is represented.

The following Purpose, Responsibilities & Membership section is part of the Policies & Procedures Manual associated to the State Presidents' Group, a committee of WASFAA.

Purpose of Committee:

1. To facilitate communication between WASFAA and the membership of each state association in the region.
2. To network with other state presidents and share ideas and concerns.

Responsibilities of Committee:

1. Communicates WASFAA initiatives, activities and training opportunities to state association members.
2. Keeps WASFAA informed of state association training programs, initiatives, challenges, and successes.
3. Encourages state association members to participate on WASFAA committees and to run for WASFAA offices by mentoring active state leaders.
4. Prepares and recommends to the President/Fiscal Planning Committee a budget which will adequately cover all of the costs associated with the committee's responsibilities and activities. (This is usually submitted by the EC Liaison in consultation with the committee, as applicable).
5. Submits articles to the WASFAA News newsletter regarding the State Presidents' Exchange program (when active), state activities, highlighting state members and schools and other areas of interest to the WASFAA membership.
6. Provides quarterly reports at the WASFAA Executive Council meetings that update the council on the State Presidents' Group activities and discussions.
7. Actively participates in quarterly State Presidents' Group meetings held prior to each Executive Council meeting.
8. Participates in the State Presidents' Exchange Program which provides the opportunity for state presidents to attend other states' annual conferences and board meetings when the program is active. This program was made inactive due to it being unfunded in the WASFAA budget.
9. Facilitates, coordinates, and evaluates the State Presidents' Exchange Program, when active.
10. Each member provides a year-end evaluation of the State Presidents' Group.
11. Collectively creates a year-end report summarizing activities for the Executive Council and the incoming State Presidents' Group.
12. Represents respective state association and serves as a voting member of the Executive Council.

13. Collectively represents State Presidents' Group as a group on the Executive Council.
14. Performs other duties as requested by the President and Executive Council.

Membership:

1. Chairperson: Rotates among state presidents (meeting chair preceding each EC meeting).
2. Members: State Presidents (or representatives) from each state in the WASFAA region.
3. EC Liaison: Designated by WASFAA President (at a minimum should be experienced EC member)

Strategic Planning Goals

1. Promote WASFAA membership and training events throughout the states we represent in our state's newsletters and email blasts
2. Talk with other state presidents regarding current issues and trends
3. Continue to develop and set goals throughout the coming year
4. Increase scholarship applications from each state for the various WASFAA events
5. Exchange ideas, information, technologies and specifics of state organizations
6. Exchange ideas with other state presidents by attending another state's conference.
7. Encourage state and regional participation and volunteerism among presidents' state members and WASFAA

Additional Responsibilities, Reminders and Information

1. State presidents are voting members of WASFAA Executive Council (EC). Committee chairs are not eligible to vote.
2. Your input is important and should be provided at WASFAA EC meetings.
3. Plan to speak up and represent your state at the meetings.
4. Provide news from your state in the WASFAA Newsletter.
5. Promote volunteerism for WASFAA within your state.
6. Assist with WASFAA EC nominations from your state.
7. Assist with WASFAA scholarship awards from your state.
8. Assist with WASFAA award nominations.

Meeting Schedules & Times

Please plan to be in attendance for the duration of the each executive council (EC) meeting.

1. EC Transition meeting – usually in late winter or early spring.

2. WASFAA Conference - highly recommended attendance, April or May. Incoming state presidents will usually be seated at the head table for Tuesday's Business Meeting to be introduced.
3. June EC meeting - usually coincides w/ Summer Institute. This is the first Executive Council meeting that you may officially vote and the first EC when the Presidents' Group officially meets.
4. November EC Meeting
5. February EC Meeting
6. April/May EC Meeting prior to WASFAA Conference – usually the Saturday before. Outgoing state presidents will usually be seated at the head table for a meal on Monday to be introduced.

Travel Expenses That Are Covered

WASFAA will cover the air transportation cost and hotel nights for required Executive Council meetings which usually take place on Thursday afternoon and Friday mornings. Wednesday night and/or Friday night will only be covered if it is not possible to arrive in time or there are no departure flights available. It is possible to request those room nights plus others at your own expense if you wish to come early or stay longer for personal reasons.

WASFAA does not cover the conference registration fee and the hotel nights to attend the conference. It does cover the Friday night prior to the EC meeting prior to the conference if that is necessary in order to arrive in time for the EC meeting on Saturday.

Any meals while traveling to and from meetings and those not covered during the meeting will be reimbursed using the Travel Reimbursement Form. (There is a maximum allowed so refer to the form. No receipts required.)

Transportation

Work with Treasurer (Peter Miller) or his designee (Sandi Guidry for 2011-12), if possible, on air transportation arrangements. Air transportation that is paid using the WASFAA credit card accrues Alaska air miles which are then used to cover flights for other members or special guests, as needed.

Work with Site Coordinator (Leonard Walker) for required nights at the hotel and ground transportation to and from the hotel. A Travel Response Form, (TRF), will be sent out in advance of the meeting to the EC to complete. **It is important to complete the form and return it as soon as possible** (it is not important to have the arrival & departure information known but include it if you can). **The main task is to get the form back to the Site Coordinator for communications with the hotel.**

If you planned to attend but need to cancel, you must work with the Site Coordinator and not the hotel directly, regarding canceling the hotel room. You

should send an email to the President and the Site Coordinator with the appropriate information as soon as you are aware you will be unable to attend.

Should you not be able to attend or need to cancel, it is highly encouraged that you send your president-elect or another representative from your state. The same situation applies to your replacement:

- Air and hotel is covered by WASFAA.
- The representative should work with the treasurer for air transportation needs.
- The representative has full voting rights as your state's representative.

Ground transportation to and from the hotel paid out of pocket is reimbursable, unless prearranged for the EC. Private car use will be reimbursed at \$0.505 per mile, not to exceed the cost of air coach fare, for transportation to and from the meeting site. No rental car expenses will be reimbursed without prior approval, in writing, from the President.

Reimbursement Process

Following each Executive Council meeting, you should submit a claim for reimbursement of expenses that were not covered by other means (Treasurer paying for airfare in advance, group meals, etc.). The Claim for Reimbursement of Expenses form is located on the WASFAA website under Online Forms > Finance. It is recommended that the form be submitted within 30 days as stated in the first paragraph of the document. The state presidents are sitting council members and do not require a signature on the form before submitting it to the Treasurer for reimbursement.

State Presidents' Group Meetings

Purpose: To facilitate communication between WASFAA and the membership of each state association in the region; and to network with other state presidents and share ideas and concerns.

State Presidents will be given an assignment for each meeting with a rotation of the following duties:

1. **Call for Agenda:** Send out e-mail to State Presidents 30 days prior to meeting for Agenda items. Provide final agenda one week prior to meeting.
2. **Meeting Chair:** Preside and guide State Presidents' Group meeting
3. **Secretary:** Take minutes of meeting. Complete and send out no later than 30 days after meeting.
4. **Report to EC:** Give verbal report to EC the next day (Friday)

If the State Presidents' Group works on activities between EC meetings, one of the members will be asked to complete a Quarterly Report to EC for the group. If no activities have taken place, a report is not necessary.

This chart of assignments can be completed at the Transition Meeting:

Year	June	November	February	April
Agenda - send 30 days out to group				
Meeting Chair				
Minutes/Send out w/in 30 days of EC meeting				
Report out to EC of discussion				
Quarterly Report prior to EC meeting as needed				

State Presidents’ Exchange Program – (currently inactive)

Purpose: A learning opportunity at another association’s conference/board meeting that can assist with activities and events within the region. It is another experience for professional as well as personal growth.

At the Transition/Orientation Meeting (latest at the 1st State Presidents’ Meeting in June) be prepared to share the dates of your State Association Conference/Executive Council meetings for the State Exchange Program. An attempt is made to rotate exchanges to avoid as much duplication as possible and allow exposure to a variety of states by keeping in mind what times of the year are not good for you to travel and the times that you will already be traveling as well as considering previous exchanges

Each state association is asked to cover conference registration fee and hotel expenses, if possible, and each state president is responsible for working with his/her conference committee in this regard. The state president guest will typically need to register for the conference so the host state is able to have the name, etc. for name badge, food count and so on. Questions would be directed to the state president host. WASFAA covers the air transportation. You may work with WASFAA Treasurer (Peter Miller).

The state president guest, at a minimum, will be introduced and may be asked to briefly speak about WASFAA and experience on EC. This would be another plug to encourage attendees to consider getting involved at the regional level.

While this program has been made inactive because of a lack of funding, state presidents may wish to make arrangements among themselves to host each other at their conferences, however, no financial support will be available through WASFAA while it is still inactive and unfunded.

Reports

- *State Presidents' Group Quarterly Reports* to WASFAA EC (June, November, February, and April) - Use Committee Report Template under Online Forms . The report should be done 2 weeks prior to each WASFAA EC meeting and is only necessary when the State Presidents' Group has had activities between EC meetings.
- *State President's Individual State Quarterly and Year-End Reports* to WASFAA EC-Provide information on what is going on in your state association, state activities related to financial aid, etc.
- *State Exchange Program Evaluation Report* -To be done after completing State Exchange.
- *Year-End Evaluation* - Annual evaluation of the State Presidents' Group programs and activities. Each state president completes an evaluation.
- *Year-End Report* – This is a summary of the group's activities, accomplishments, etc. for the year and is done as a group.
- *Collection of Reports & Evaluations*- The EC liaison will be responsible for collecting the reports and submitting them to the EC and Historical Archives at the end of the year.

WASFAA Newsletter

You should provide an article on what is going on in your state association; share ideas on activities and/or highlight what an aid office is doing to provide good customer service, streamline processes, implement imaging, etc. or highlight one of your state association members each time a newsletter is published. You can ask someone on your state council to create the newsletter article if you wish. Deadlines: See newsletter information on web site.

Forms

- Travel Reimbursement Form – available on the WASFAA web site.
- WASFAA Committee Report Form for State President's Report to WASFAA EC – sent out by WASFAA's president prior to each EC meeting.
- State Presidents' Group Year-End Evaluation Form - See end of handbook
- State Exchange Program Evaluation Report Form – See end of handbook

Recommendations for Success

- Approach every issue with an open mind geared towards the region not the particular individual, as our role is to represent the whole association not us individually.
- Set aside time, daily if possible, to address association business.
- Come to meetings prepared.

Exchange Program History - Tables are sorted in conference date order

2008 - 2009

<u>State</u>	<u>Dates</u>	<u>State Pres who will attend</u>
Alaska	Oct. 2-4, 2008, Fairbanks	Oregon – Crisanne Werner – unable to attend
Idaho	Oct. 6-8, 2008, Boise	Nevada – Tina Holcomb- did not attend
Washington	Oct. 22-24, 2008, Walla Walla	Hawaii – Cathy Bio
Arizona	Oct.30-31, 2008, Mesa	Alaska – Jackie Alleyne-McCants
Nevada	Nov. 12-13, 2008, Las Vegas –no conference held	Arizona – John Nametz – no conference to attend
California	Dec. 7-9, 2009, Anaheim	Washington – Kathleen Koch
Oregon	Feb. 1 – 3, 2009, Salishan	Idaho – Laura Hughes
Hawaii	Apr. 5-6, 2009, Kauai	California – Louise Jones

2007 – 2008

<u>State</u>	<u>Dates</u>	<u>State Pres who attended</u>
Alaska	Sept. 27-29, 2007	Hawaii – Jodie Kuba
Idaho	Oct. 1-3, 2007	Washington – Marilyn Ponti
Washington	Oct. 17-19, 2007	California – Mindy Bergeron
Nevada	Oct. 24-25, 2007	Idaho – Rod Dunn
Arizona	Dec. 4-6, 2007	Nevada – Nick Boschert
California	Dec. 15-17, 2007	Oregon – Leslie Limper
Oregon	Feb. 3-5, 2008	Alaska – None
Hawaii	March 26-28, 2008	Arizona – Ellen Neel

2006 - 2007

<u>State</u>	<u>Dates</u>	<u>State Pres who attended</u>
Alaska	Sept. 21-23, 2006	Nevada – Christina Twelves
Idaho	Oct. 3-4, 2006	California – Louise Jones
Arizona	Oct. 4 – 6, 2006	Hawaii – Jannine Oyama
Washington	Oct. 18- 20, 2006	Oregon – Tracey Lehman
Nevada	Nov. 8-9, 2006	Alaska – Teri Gravenmeier
California	Dec. 5-7, 2006	Arizona – Terri Eckel
Oregon	Jan. 28-30, 2007	Washington – Carla Idohl-Corwin
Hawaii	Mar 31- Apr 2, 2007	Idaho – Sheri Dewey

WASFAA State Presidents' Group Year-End Evaluation

Year: _____

Indicate how beneficial the State President's Group meeting activity has been for you and what you have been able to bring back to your state association:

Extremely 5 4 3 2 1 Not at all

Do you believe this activity should continue for future State President groups? YES NO

Briefly explain your answer:

Is it useful to have a veteran Executive Council member in attendance? YES NO

Briefly explain your answer:

Provide any recommendations for improvement:

Was the State President Exchange Program a valuable use of your time? YES NO

Briefly explain your answer:

Do you feel that knowledge is gained better from a conference or a board meeting?

___ Conference ___ Board

Briefly explain your answer:

Do you believe this activity should continue for future State President groups? YES NO

Provide any recommendations for improvement:

Provide any additional comments not covered elsewhere:

WASFAA State Presidents' Group Exchange Evaluation Form

State:

President's Name:

Attended: Conference EC Meeting Both State exchanged to:

Location:

Date:

Evaluation - Please give a brief description of your experience as part of the WASFAA State Presidents' Group Exchange Program.