

Overseers (elected two year term)

Four members elected by membership to serve two year terms

Eligible for successive terms, if elected

Usually experienced administrators, former officers with organizational experience

Oversee the direction and operation of the Association as trustee fiduciaries

Responsible for conducting Board training for new Overseers

Responsible to the membership for the long-term health and welfare of the Association

One university, community college and private college representative preferred

Geographical diversity desirable but not required

Record and circulate meeting minutes to Board members within ten business days

Augment committee work, one overseer overseeing each committee

Review long-term organizational goals with newly elected presidents

Staff an ad hoc Nominations committee, recruit nominees for elective office and conduct elections

Each enjoys one vote

President/COO (elected two year term)

Serves a two year term as chief operational officer (COO)

May be re-elected to successive terms

Must have served at least one year as an elected officer or committee chair person

Provides the Overseers with term goals and objectives within one month of assuming office

Reports to the Board of Oversees

Responsible for operations of the Association

Supports the mission in accordance with current bylaws

Appoints committee chairpersons and specialists, as needed

Represents the views of the Board in the exercise of duties

Represents the Association in public

Conducts the annual business meeting

Submits an annual report of accomplishments to the Overseers and the members; proposes new goals

Appoints a Nominations Committee chairperson from among the Overseers

Enjoys one vote

Business Manager/CFO (elected two year term)

Serves a two year term as chief financial officer
May be re-elected to successive terms
Reports to the Board of Overseers
Eligible for successive terms, if elected
Chairs the Budget and Finance Committee
Recruits and tasks at least three committee members
Must have served at least one year on the Budget & Finance Committee
Provides revenue projections, budgets and financial plans
Attends to the financial affairs of the Association
Provides resources to support the spending goals outlined by the president and approved by the Board
Receives and directly custodies all cash, fees and revenue
Manages cash and investment accounts
Manages the endowment with help of Budget & Finance Committee
Maintains on-line accounting system in accordance with FASB standards
Maintains official business address
Maintains financial archives
Negotiates all contracts, including insurance and conference agreements
Attends to state and federal filings, including annual reports and tax returns
Oversees annual membership campaign
Assumes duties of the president in the president's absence
Enjoys one vote

Proposed Organization Position Descriptions, June 15, 2010

Conference and Training Committee Chair (appointed one year term)

Appointed by the president and serves at the president's pleasure

May be reappointed to successive terms

Plans and publishes an annual training plan, subject to Board approval

Coordinates all Association conference and training programs

Administers related grants with assistance of the Business Manager

Recruits and tasks at least three additional committee members

Attends Board meetings as required

Non-voting appointment

Proposed Organization Position Descriptions, June 15, 2010

Public Service Shadow Group Chair (appointed one year term)

Appointed by the president and serves at the president's pleasure

May be reappointed to successive terms

Plans and publishes an annual public service plan

Not required to meet or report regularly

Coordinates the Association's public service programs

Recruits and tasks additional committee members

Administers related grants with the Business Manager's assistance

Attends Board meetings as required

Non-voting appointment

Proposed Organization Position Descriptions, June 15, 2010

Advocacy Shadow Group Chair (appointed one year term)

Appointed by president to serve as response team for advocacy-related issues, state and federal relations, legislative testimony and position papers

Shall be proactive in the advocacy of financial aid programs and practices in support of needy Maine families

Not required to meet or report regularly

Shall provide reports as necessary

Serves at the pleasure of the president

Provides research, advice and testimony as requested

May be reappointed to successive terms

Attends Board meetings as required

Recruits and tasks at least two additional members

Administers with the Business Manager's assistance any related grants

Non-voting appointment

Proposed Organization Position Descriptions, June 15, 2010

Specialists

Appointed by president

Assume responsibility for select Association initiatives, interests or tasks, such as EASFAA Council Representative, Web Site Technician, Summer Institute Director, MSSSI Coordinator

May be reappointed to successive terms

Non-voting appointment

EASFAA Council Representative (appointed one year term)

A specialist position

Attends (four) EASFAA Council meetings

Reports to the president and represents the views of the MASFAA Board on the EASFAA Council

Informs the MASFAA Board of EASFAA initiatives, business decisions and conference plans

Attends the annual EASFAA conference

MSSSI Coordinator (appointed one year term)

A specialist position

Coordinates compliance with and operation of the MELMAC grant in support of the MASFAA School Support Initiative (MSSSI)

Establishes partnerships between schools and aid administrators in support of grant objectives

Staffs the MSSSI Advisory Committee

Maintains summary data

Submits reports to the MELMAC and MASFAA Boards

Works with the Business Manager to compensate volunteers for services provided

Works with the MELMAC Coach in the direct implementation of the grant

Summer Institute Director (appointed one year term)

A specialist position

Oversees the operations of the Financial Aid Summer Institute

Drafts an annual budget

Establishes annual charges for purpose of maximizing income for the Association

Creates curriculum tracks for various markets with an interest in or a need for detailed financial aid application, filing and awarding information

Maintains a public information and registration web site

Responsible for Institute marketing and promotion

Web Site Technician (appointed one year term)

A specialist position

Maintains the Association web site