

TASFAA COMMITTEE DESCRIPTIONS

TASFAA is an organization that is completely run by volunteers. The information on this list is not exhaustive, but is meant to provide a general outline of the general responsibilities of the TASFAA committees. For a more detailed description and calendar timelines, visit the [TASFAA Policy and Procedures](#) document.

Awards and Scholarships Committee

The awards and scholarship committee will facilitate the awarding of TASFAA Service Awards and coordinate and administer the TASFAA Mack C. Adams professional development scholarships.

Responsibilities:

- Seek applications from the membership for those who desire scholarship assistance to attend NAOW or the TASFAA Fall Conference.
- Select scholarship recipients for the Mack C. Adams Professional Development Scholarships.
- Solicit nominations from the membership for all TASFAA Awards.
- Present nominations and recommendations for all TASFAA Service Awards to the TASFAA Board.
- Provide service pins and appropriate plaques to be presented to the recipients at the annual conference.
- Update the TASFAA website with the names of each scholarship and award recipient.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Review applications and suggest recipients for the ATLE-TASFAA Education Scholarship.
- Prepare and submit reports of committee activity to the committee "Files" tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Early Awareness Committee

The Early Awareness Committee facilitates a positive, cooperative relationship between the Association and Texas middle schools and high schools providing financial aid information. In order to accomplish its goals, the committee will Coordinate annual training in all 20 regions of the state and annually update, produce and distribute comprehensive financial aid materials for training attendees.

Responsibilities:

- Develop and update a common financial aid presentation for schools.
- Initiate contacts with other professional associations to provide financial aid programs for parents and counselors in Texas.
- Post completed presentations to the TASFAA website for use by members conducting early awareness activities.
- Provide financial aid training opportunities for Texas public and private high school counselors and other community partners.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee is responsible for guiding efforts to conceptualize, define, assess, nurture, and cultivate diversity as an organizational and educational resource. The committee is responsible for monitoring the organization’s strategic plan for diversity- building opportunities, providing key input to the board on issues related to diversity and inclusivity, and for reporting on these efforts to the membership.

Responsibilities:

- Develop and support diversity, equity, and inclusion initiatives.
- Promoting the goals of diversity, equity, and inclusion among the leadership and members of TASFAA.
- Identify and recommend to the TASFAA Board ways to enhance and maintain a diverse and inclusive organization.
- Serve as a primary contact for questions and concerns related to accessibility and inclusion at TASFAA events: follows up with appropriate leadership.

Fall Conference Committee

The Fall Conference Committee will plan, produce and administer the annual conference designed to meet the needs and expectations of the membership.

Responsibilities:

- Prepare a budget for the annual conference which includes: 1) expenditures; 2) recommended on-time and late registration fees; 3) expected revenues from registration fees; and 4) vendor participation. The conference budget and fees must be approved by a quorum of the Board.
- Solicit proposals to develop general and interest sessions and secure speakers that appeal to the various sectors and experience levels of the membership.
- Review evaluations from the prior year conference to assess interest and need for appropriate adjustments for current conference plans.
- Coordinate conference activities with the sponsorship, training, and local arrangements committees as well as working closely with the site personnel to coordinate events.
- Secure volunteers to help perform the duties of the committees.
- Maintain all related correspondence and materials.
- Prepare a conference evaluation for use by the next conference chair.
- Provide articles and promotional material for conference electronic announcements.
- Report on activities and progress of conference preparations to the Board.
- Work closely with the site personnel to coordinate meeting rooms, meals, functions, etc.
- Plan conference agenda to provide a fun atmosphere of learning for the membership.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Governance & Compliance Committee

The Governance and Compliance Committee, or TASFAA member appointed by the President, is responsible for reviewing the Constitution and Bylaws as well as the general policies and procedures manual of the association for appropriateness as they govern the activities and needs of the association.

Responsibilities:

- Attend all Board meetings and review minutes after each meeting to incorporate all required changes per Board actions.
- Review the governing documents (Constitution, Bylaws, TASFAA Policies and Procedures) for appropriateness and make recommendations for changes to the Board.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Legislative Issues Committee

The Legislative Issues Committee will work with the Congress, Department of Education, Texas Legislature, Texas Higher Education Coordinating Board, and other entities to communicate the opinions of the Association on any legislation or other issues that may affect the Association or profession. This committee will report to the Board, as well as its members, on matters regarding any relevant laws, regulations or proposed legislation.

Responsibilities:

- Monitor state and federal financial aid legislative actions and advocate for impact to the association.
- Together with members of the Board, keep in close contact with Texas’ 34 member congressional delegation briefing them and their staff on Texas’ priority issues with respect to HEOA reauthorization as necessary.
- Provide updates to the Board on any matters regarding laws, regulations or proposed legislation related to financial aid.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Disseminate and update the association with pertinent state and federal proposed and/or approved legislation.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Membership

The purpose of the Membership Committee is to maintain an accurate database listing of members and to increase the membership of the Association.

Responsibilities:

- Review membership information on the website at the beginning of each fiscal year.
- Actively maintain the recruitment process utilizing the membership database.
- Verify institutions are “Voting” members.
- Verify non-institutions are “Associate Members”.
- Make sure all institutions have a “Primary Contact” person for voting purposes.
- Work with elections committee to cleanup any bad email addresses and/or primary contact information in the database.
- Implement actions necessary to encourage eligible institutions to join and remain members of the Association.
- Review annually the membership directory system on the website and ensure it is collecting the information necessary to meet the needs of the Association.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

NASFAA Credentialing

The NASFAA Credentialing committee assists with deciding which credentials to offer at events throughout the year such as Regional Training and Fall Conference.

Responsibilities:

- Make recommendations regarding which credentials should be offered at various events.
- Obtain credentialed individuals to lead training.
- Facilitate the testing and certification process for trainees.

The Nominations and Elections

Committee presents a slate of candidates who meet the criteria for elected office. No member of the Board shall be eligible to serve on the Nominations and Elections Committee. No member of the Nominations and Elections Committee will be nominated for office.

Responsibilities:

- Solicit nominations for open positions from the membership through the TASFAA email the TASFAA website no later than April 1.
- Ensure there are a sufficient number of candidates nominated for each office.
- Review nominations to ensure single voting institution representation, diverse school mix representation, and those President-Elect nominees have previously served on the Board of Directors or have board and/or committee experience.
- Oversee the annual elections.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Regional Training Committee

The Regional Training Committee provides free Professional development training to Financial Aid Administrators across the state of Texas in collaboration with TG and THECB known as the Texas Regional Training.

Responsibilities:

- Develop a consistent free training each year for 5-7 site locations in Texas as needed and approved by the Board. Topics will be generated based on current regulatory and/or professional development needs and may incorporate NASFAA Fall Regional Training.
- Coordinate and collaborate with TG, and THECB for all logistical planning & set-up needed for training; required attended conference calls (as needed)
- Provide a team of trainers for each locale, and designate outline for TASFAA presentation(s)
- Create presentations, and any hands-on activity (if applicable), and all material/handouts for participants to print
- Create Questions for each TASFAA presentation topic for the Show What You Know (SWYK) quiz
- TASFAA will split food cost with TG provide TG the Treasurer information
- Include all three agency logos on all material wherever Texas Regional Training is announced and/or displayed.

- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Site Selection Committee

The Site Selection Committee evaluates and recommends locations and hotels for future annual conferences and New Aid Officers Workshops.

Responsibilities:

- Visit viable sites and evaluate them for future events. The committee is to ensure that sufficient space is available for meeting, exhibit, dining and sleeping and ensure the any site considered has reasonable accessibility by major airlines.
- Provide to the Board a site report with a recommendation and tentative contract for a future site.
- Work to secure final contracts for the President’s signature.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Training Committee

The Training Committee is responsible for planning, developing and conducting training activities that contribute to the professional advancement of financial aid professionals.

Responsibilities:

- Plan and conduct the annual New Aid Officers Workshop. The New Aid Officers Workshop is often planned in coordination with the national and regional offices of the U.S. Department of Education and the Texas Higher Education Coordinating Board.
- Plan and conduct the annual New Aid Officers Basics (NAOB) held prior to the annual conference.

- Prepare budgets for any training activities under its charge. Budgets should include the following: 1) expenditures; 2) recommended on-time and late registration fees; and 3) expected revenues from registration fees. These budgets and fees must be approved by a quorum of the Board.
- Forward items of importance for posting to the Web Services and Communications Committee.
- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.

Web Services & Communications

The web services and communications committee oversees the internal operations of the memberships database and integrated member website on the MemberClicks platform and is responsible for publishing the TASFAA Annual Report.

Responsibilities:

- Provide website support and assist Association Committees and members in the navigation, access and posting of information to website.
- Design and publish pages on the TASFAA website.
- Assist committees and members with online forms, directories and other resources. Update and archive reference materials.
- Manage the job listings displayed on the TASFAA website.
- Recommended annual MemberClicks contract review for Board approval.
- Post at least one article, training information, link, story, or tip to the Association’s social media page per week.
- Other items to be posted include: training and professional development opportunities; Dear Colleague Letters; Chronicle of Higher Education articles; TASFAA event promotion; and information about TASFAA’s history, mission and vision.
- Administration of TASFAA Social media sites.
- Produce the Annual Report at the end of each TASFAA fiscal year.
- The TASFAA Annual Report is a publication that should summarize the activities and work of the association and made available after the conclusion of the year being reported on.

- Prepare and submit reports of committee activity to the committee “Files” tab on the TASFAA website prior to each board meeting or as requested by the Vice-President.