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*PRESIDENT – ELECT*  
*PRESIDENT*  
*IMMEDIATE PAST PRESIDENT*

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Florida Association of Student Financial Aid Administrators

[www.fasfaa.org](http://www.fasfaa.org)

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Individuals considering being the President of the association must consider the opportunity as a three-year commitment. Therefore, you benefit from the support of your institution, supervisor, and family. The commitment entails serving as President-Elect in year one, President in year two, and Immediate Past-President in year three.

### **President-Elect (Year One)**

- Presides at all meetings in the absence of the President
- Prepares a proposed Association budget for the ensuing year as President for the consideration of the Association at the meeting
- Is responsible for selecting the chair of the conference committee for the annual conference during their year as President
- The President-Elect is responsible for selecting the chair of the conference committee for the annual conference during their year as President
- Performs all duties as designated by the President or required by the Association
- The President-Elect shall serve one (1) year in that position, a second (2) year as President, and a third (3) year as Immediate Past President.
- The President-Elect shall chair the Nominations Committee and the Regional Representatives or their designees shall serve as its members
- The President-Elect is responsible for:
  - President Elect
  - Nominations/Elections information
  - The President-Elect shall prepare a provisional operational budget for the incoming administration to be presented to the Executive Board for approval and to the membership at the Transition meeting.

### **President (Year Two)**

- Is the chief executive officer of the Association and shall preside at all meetings of the Association
- Serves as chairman of the Executive Board
- Appoints all chairpersons and members of the committees unless otherwise designated
- Serves as ex-officio, on all committees
- Authorizes expenditures and executes all contracts approved by the Executive Board, and has the authority, in addition to the Treasurer and (if engaged) bookkeeper, to pay bills of the Association
- Submits an annual report to the Association
- Performs other duties as may be required by the Association

- Serves as a member of the SASFAA (Southern Association of Student Financial Aid Administrators) Board
- The President shall appoint a chair of the Global Issues Committee on an annual basis.
- Other committees of the Association shall be determined by the President and shall be those deemed appropriate to the fulfillment for the purposes of the Association.
- Activities and responsibilities of all committees shall be directed and defined by the President with the approval of the Executive Board.
- The President is responsible for:
  - President a. Budget
  - Publications

### **Immediate Past President (Year Three)**

- Serves as the FASFAA member of the Southern Association of Student Financial Aid Administrators (SASFAA) Nominations Committee.
- Chairs the Past Presidents' Council/Fiscal Concerns committee (Article VIII, Section 1)
- Performs all other duties assigned by the President
- The Immediate Past President is responsible for:
  - Fiscal Concerns Report