

# Charter: National Conference Local Arrangements Task Force November 2015



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## Timeline & Commitment

**Start date:** January 2016  
**End date:** July 2016

Calls and emails will round out the extent of the work. The local group may find it helpful meet in-person. In past instances, a college campus has been used as a meeting location. NASFAA's DC office may also serve as an option.

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## Composition

- Chair: Brian Lemma
- Members:
  - TBD
- CD: Kay Soltis
- NASFAA Staff Liaisons: Jennifer Jackson, Mary Nokes and Dana Kelly

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## Background & Purpose

The NASFAA National Conference is the premier event serving the student financial aid community. Nearly 3,000 student aid professionals from across the nation attend the NASFAA National Conference each year to teach, learn, network, and share best practices.

The conference provides valuable, up-to-date information on the student aid programs from financial aid veterans. The conference is a unique training and professional development opportunity that will equip student aid professionals with the tools they need to better serve students and families. Attendees can also receive individual guidance from the U.S. Department of Education and learn about product and software innovations from over 65 exhibitors.

- The National Conference Local Arrangements Task Force works independently of the National Conference Program Task Force and directly with the NASFAA staff. It is chartered with the goal of soliciting volunteers for bag stuffing, registration and information desk; oversees the on-site information desk; provides local information for posting to the NASFAA website and inclusion in *Today's News*; and assists with performers as needed.

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## Task Force Members' Duties & Responsibilities

### Task-Force Specific Duties

- Solicit volunteers for bag stuffing which it to take place Saturday morning prior to the conference start – volunteers may consist of FAA's or local community organizations looking for volunteer hours.
- Solicit registration and information desk volunteers. Registration volunteers are needed Sunday and Monday. Information Desk volunteers are needed Sunday – Tuesday.
- Oversee the on-site information desk. This includes not only manning the desk, but also determining which pieces of local information will be distributed from the desk. Volunteers will provide information related to the conference program, on navigating Washington, DC, availability of local activities and dining, as well as general directional information within the Marriott.
- If feasible, manage a restaurant sign-up list for attendees on-site.
- Provide local information for posting to the NASFAA website and inclusion in *Today's News*. This information should be supplemental in nature to what information is received from the Washington, DC CVB. The task force should focus on recommendations or travel tips that may not be widely known as the Washington, DC CVB will supply general and more broad information.
- Assist with securing performers as needed for receptions or general sessions.

**General Duties**

- Attend all task force meetings and participate in the deliberations. Notify the task force Chair and the staff liaison if circumstances prevent attendance at a particular meeting;
- Adhere to deadlines for submission of task force assignments;
- Review all agenda items and background documents prior to each meeting and come prepared for the discussions;
- Serve as recording secretary for a task force meeting if requested by the task force chair; and

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**Indicators of Success & Outcomes**

The National Conference will have ample volunteers working to help ensure smooth operations and a successful conference. Attendees will feel they have adequate information regarding the conference site and the local activities.

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**Budget**

No in-person meetings are planned.