

Charter: Leadership & Legislative Conference & Expo, New and Aspiring Aid Directors Pathway Task Force



June 2014

Timeline & Commitment

Start date: August 2014

End date: March 2015

One in-person meeting in Washington, DC for the entire taskforce in early Fall. Calls and emails will take place regularly, as needed. Task Force members are expected to attend and possibly present at the conference in Washington, DC, March 1-3, 2015.

Composition

- Chair: Heather McDonnell
- Members
 - Barb Miller, Stevenson University
 - Bryan Erslan, Lincoln Memorial University
 - Marvin Smith, Indiana University-Purdue University-Indianapolis
 - Anne Walker, Rice University
 - Cristi Millard, Salt Lake Community College
 - Angeles Fuentes, California State University, Monterey Bay
- CD: Margaret Rodriguez
- NASFAA Staff Liaisons: Eunice Powell, Tiffany Gibbs, and Connie McCormick

Background & Purpose

The NASFAA Leadership & Legislative Conference & Expo has been reformulated for 2015 to include two tracks: 1.) Association Management and 2.) New & Aspiring Aid Directors. The Association Management pathway trains current as well as up-and-coming state and regional association leaders, and those who aspire to such positions, on how to manage their respective associations. The New & Aspiring Aid Directors pathway focuses on growing or expanding important management and leadership skills to run a financial aid office efficiently and effectively. Each pathway at the conference will be guided by a Pathway Thought Leader to inspire attendees and help bring all the individual session pieces together.

The New and Aspiring Aid Director Pathway Task Force is tasked with identifying a *Pathway Thought Leader* and developing and ensuring quality educational sessions led by qualified individuals during the conference.

Task Force Members' Duties & Responsibilities

Task-Force Specific Duties

- Review the agendas from previous pre-conference sessions held at the NASFAA National Conference;
- Review "You're the Director" sections that pertain to new and aspiring aid directors;
- Discuss and suggest various session formats for educational sessions;
- Solicit speakers/moderators and a Pathway Thought Leader;
- Prepare and give presentations at the conference, as needed;
- Screen all potential session presenters for quality control;
- Submit session proposals for the 2015 NASFAA National Conference; and
- Identify vendors for the new conference expo. Vendors should be directly related to the content of the presentations. (NASFAA staff will solicit the appropriate vendors.)

General Duties

- Attend all committee meetings and participate in the deliberations.
 - Notify the committee Chair and the staff liaison if circumstances prevent attendance at a particular meeting;
- Adhere to deadlines for submission of committee assignments;
- Review all agenda items and background documents prior to each meeting and come prepared for the discussions;
- Serve as recording secretary for a committee meeting if requested by the task force chair; and
- Utilize the most economical means of transportation when attending a meeting and promptly file a travel reimbursement request.

Indicators of Success & Outcomes

The Leadership & Legislate Conference & Expo, New and Aspiring Aid Directors Pathway will have two full days of high quality educational sessions that develop or enhance the skills a new aid director needs to meet the challenges of running a financial aid office.

Budget

Planned expenditures are TBD