

Charter: National Conference Program Task Force

June 2014



Timeline & Commitment

Start date: August 2014
End date: March 2015

We expect one in-person meeting for the entire taskforce in the Fall. Calls and emails will round out the extent of the work.

Composition

- Chair, Christine McGuire, Boston University
 - Vice Chair, Tania Savoit, McNeese State University
 - Commission Director, Susan Murphy, University of San Francisco
 - Connie Corcoran, Emporia State University
 - Marcia McConnell, Berry College
 - Melissa Moser, Orange Coast College
 - Nicholas Prewett, University of Missouri
 - Gina Soliz, Syracuse University College of Law
 - Sonia Townsend, San Jacinto College South Campus
 - NASFAA Staff Liaisons: Jennifer Jackson, Connie McCormick, and Debra LaGrone
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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 Program Task Force is chartered with the goal of ensuring quality educational sessions are offered at the conference. The educational sessions must reach the various interests and sectors of the NASFAA membership.

Task Force Members' Duties & Responsibilities

Task-Force Specific Duties

- Examine survey results from the previous conference;
- Outline general topics of interest and need for educational sessions;
- Discuss and suggest various session formats for educational sessions;
- Solicit, develop and submit educational sessions for evaluation (to include title, descriptions, moderator, presenters as available);
- Create a sub-committee to review submitted session proposals. Sub-committee to consist of task force chair, incoming task force chair, two task force members (who will also serve as team leaders during finalization period), and staff liaisons;
- Sub-committee to review, rate, and select sessions submitted by this task force, other task forces, and the membership at large to be included on the conference program;
 - Ensure wide variety of topics (tracks) are represented,
 - Ensure sessions are inclusive of all NASFAA member sectors (public, private, proprietary, 2-year, 4-year, graduate/professional, technical), and

- Ensure sessions available apply to a range of experience level;
- Make recommendation for U.S. Department of Education sessions to be presented;
- Develop and finalize selected sessions based on recommendations made during the selection process; and
- Solicit and develop a moderator volunteer list.

General Duties

- Attend all task force 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 National Conference will have approximately 100 high quality educational sessions that meet the unique needs of the various membership sectors and interests.

Budget

Planned expenditures are TBD