

## VASF<sup>AA</sup> Committees

<b>Archives</b>	Maintain the records of VASF <sup>AA</sup> , be responsive to Board-initiated requests or concerns.
<b>Awards</b>	Determine the recipients of the many VASF <sup>AA</sup> awards, as per the VASF <sup>AA</sup> Policies & Procedures Manual.
<b>Awareness</b>	Increase the awareness of the availability and access that Virginia residents have to higher education through the use of financial aid resources. Conduct early awareness promotions at the middle and high school levels. Enlist volunteers from all sectors of the VASF <sup>AA</sup> membership for participation in awareness activities.
<b>Budget &amp; Finance</b>	Oversee financial management, make recommendations to the Board and handle fiscal affairs in the areas listed in the Policies & Procedures Manual. Prepare annual budget and long range plan to promote the stability of VASF <sup>AA</sup> .
<b>Bylaws</b>	Conduct annual review of the bylaws governing VASF <sup>AA</sup> , recommending necessary changes to the Board of Directors.
<b>Commerce Liaison</b>	Identify and explore issues concerning organizations involved in student financial aid programs, and bring them to the attention of the VASF <sup>AA</sup> Board and membership. Encourage continued improvements to the student financial aid delivery system.
<b>Conference</b>	Plan the two annual VASF <sup>AA</sup> training conferences to provide an opportunity for training, professional growth and fellowship with colleagues.

*(Continued)*

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<b>Diversity</b>	Promote awareness among VASFAA members and outside audiences on issues relevant to culturally diverse student populations. Encourage participation of all members in activities and events sponsored by VASFAA.
<b>Electronic Services</b>	Provide opportunities for members to increase computer knowledge and skills. Take steps to enhance the effectiveness and efficiency of VASFAA electronic communications with our membership and other interested parties. Coordinate and maintain updates to the VASFAA web site.
<b>Federal Relations</b>	Advise the membership on any proposed regulations, final regulations or other activity on the federal level that might significantly impact the administration of student financial aid programs.
<b>Membership</b>	Maintain VASFAA membership database and publish a Membership Directory, eligible voter lists and conference participant lists as specified in the Policy & Procedures Manual. Engage in promotional activities to encourage individuals to join VASFAA. Welcome and orient first-time conference attendees. Be instrumental in the New Aid Officers Workshop.
<b>Newsletter</b>	Publish VASFAA newsletter, the <i>VASFAA Voice</i> , on a schedule set by the editor and the President. Be responsive to Board-initiated requests and concerns.