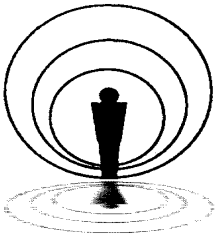


New York State Financial Aid Administrators Association
Operational Calendar

January

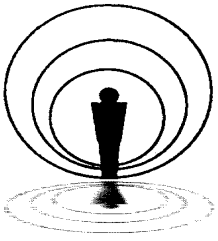
- President to request agenda items for February Executive Council meeting



New York State Financial Aid Administrators Association
Operational Calendar

February

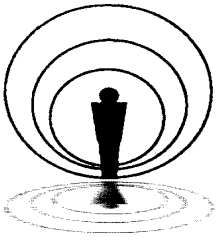
- Election Committee Chair to establish committee with representative from each region by March 1.
- Executive Council meeting
 - Conference Committee to present conference budget
 - Meeting usually held day before Advocacy Day in Albany to allow Executive Council to visit Capital
 - Confirm site and plans for summer Novice Workshop



New York State Financial Aid Administrators Association
Operational Calendar

March

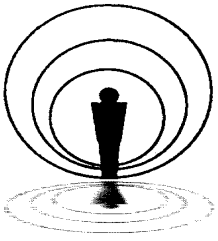
- Election Committee – solicit nominations for elections.
 - Odd years – President Elect, Treasurer Elect, Councilpersons
 - Even years – First Vice President, Second Vice President, Secretary
- President to request agenda items for April Executive Council meeting
- Regional treasurers to provide quarterly report and copies of bank statements to treasurer



New York State Financial Aid Administrators Association
Operational Calendar

April

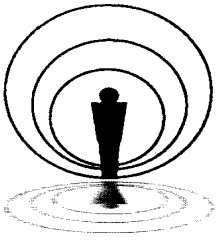
- Election Committee – conduct elections to be completed by June 1.
- Treasurer/Budget Committee to request proposed budgets from committees
- Remote Executive Council meeting
- Finance, Audit and Budget Committee to request budget request form from standing committees to assist in budget development
- Governance and Ethics Committee to review Policy and Procedures manual for any changes to be presented to Executive Council



New York State Financial Aid Administrators Association
Operational Calendar

May

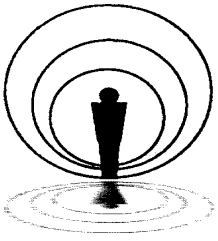
- Treasurer to work with Finance, Audit & Budget Committee to prepare proposed budget for June Executive Council meeting
- President to request agenda items for June Executive Council meeting
- Request budget for upcoming year from Finance, Audit & Budget Committee to be approved at June Executive Council meeting
- Request development plan and fund raising goal from Development Committee for June Executive Council meeting
- Governance and Ethics Committee to prepare proposal for any Constitutional changes for Executive Council to review at June meeting
- Governance and Ethics Committee to review and evaluate progress of Association in regards to the Strategic Plan with report going to the Executive Council for June meeting
- New officers invited to attend June meeting by President



New York State Financial Aid Administrators Association
Operational Calendar

June

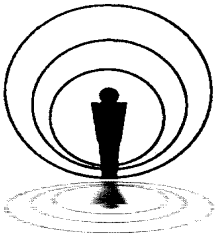
- Fiscal year ends June 30
- Treasurer distributes revenue sharing based on membership statistics as of June 30 of preceding year
- Executive Council meeting
 - Determine rate of regional revenue sharing
 - Receive election results and order ballots destroyed unless contested
 - Approve budget for upcoming year
 - Approve development plan and fund raising goal for upcoming year
 - Review and vote whether to endorse any proposed Constitutional changes
 - Review and set annual membership fees
 - Review evaluation of Strategic Plan from Governance and Ethics Committee
- Secretary to request credit cards for President Elect and Treasurer Elect
- Regional treasurers to provide quarterly report and copies of bank statements to Treasurer



New York State Financial Aid Administrators Association
Operational Calendar

July

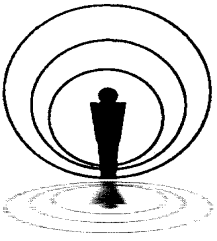
- Fiscal year begins July 1
- Secretary to request annual reports from all committees by August 1, 2012
- Officers to submit annual reports to secretary by August 1, 2012
- President to request items for August Executive Council meeting
- Finance, Audit & Budget Committee to notify committee chairs of approved budgets for next fiscal year
- Mentoring Committee to solicit and assign mentors for Novice Workshop graduates
- Treasurer to initiate process for:
 - Annual audit
 - Annual financial statement
 - Federal tax returns
 - New York State Annual Report of Charitable Organizations
- Secretary to file declaration of continued use and an application for renewal for trademark and service mark in 2016-17 and after every subsequent 9 years. Note: The U.S. Patent and Trademark Office should be contacted a year in advance to determine requirements and fees



New York State Financial Aid Administrators Association
Operational Calendar

August

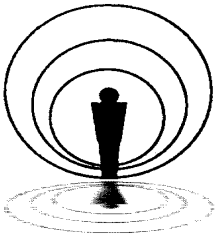
- Secretary to send out Association meeting notice at least 30 days prior to meeting
- Secretary to distribute notice of Association meeting and any proposed Constitutional amendments at least 30 days prior to Association meeting
- Remote Executive Council meeting
- President and secretary to compile annual report
- Treasurer to submit all information for audit by September 1



New York State Financial Aid Administrators Association
Operational Calendar

September

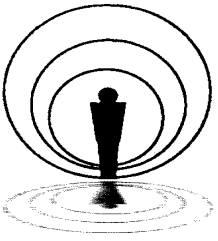
- President to request agenda items for October Executive Council meeting
- Regional treasurers to provide quarterly report and copies of bank statements to Treasurer
- New Officers and Councilpersons invited to attend October meeting by President



New York State Financial Aid Administrators Association
Operational Calendar

October

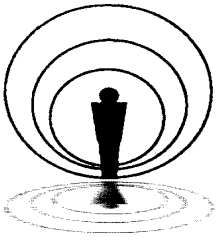
- Annual Conference
 - Association/Business meeting
 - Finance, Audit & Budget Committee or Treasurer to present budget
 - New Officers/Councilpersons take office
 - Present any proposed Constitutional changes
 - Governance & Ethics Committee to present session on professional ethics standards
 - Graduate and Professional Concerns Committee to present session
- Executive Council Meeting
 - Orientation for new members
 - Novice Workshop report



New York State Financial Aid Administrators Association
Operational Calendar

November

- Association vote on any proposed Constitutional amendments within 30 days of Association meeting
- President to request agenda items for Executive Council meeting
- Novice Training Committee to solicit bids for next year's training site



New York State Financial Aid Administrators Association
Operational Calendar

December

- Treasurer distributes revenue sharing based on membership statistics as of June 30 of preceding year
- Remote Executive Council meeting
- Regional treasurers to provide quarterly report and copies of bank statements to Treasurer