

ASAPA FALL 2008 MEETING

ASAPA 101

Overview

- Introductions
- ASAPA history and purpose
- Advocacy
- Constitution & Bylaws
- Communications
- Benefits
- Funding
- Executive
- How to get involved

Introductions

- Introduce yourself
- Name, position, institution
- Background
- What interests you most in the world of student funding
- What are some of your questions about ASAPA

ASAPA History & Purpose

- ASAPA was formed in 1971
- Purpose is to create and sustain a supportive environment in which:
 - our members can communicate, learn, and advocate for improvements to student financial assistance programs for learners in Alberta's public and not-for-profit post-secondary institutions

ASAPA History & Purpose

- One of the biggest roles of ASAPA is as an advocate
- We have advocated on issues such as
 - Alberta Student Loan lifetime loan limits
 - Scholarship exemptions
 - Interest rate in repayment
 - Changes to the application

ASAPA History & Purpose

- We often also work with our stakeholders on projects
- Past projects that we have participated in include
 - Alberta Learning Budgeting Initiative
 - E-applications
 - Electronic appeals
 - AET Customer Satisfaction Survey

Advocacy

- Parental/Family Contributions
- Spousal Contributions
- Bursary Exemptions
- CMSF continuation
- AEI issues
- Part-time funding
- Debt management strategies

Constitution & By-Laws

- ASAPA is governed by the Constitution and By-Laws
- This guides our association's meetings, the executives, and the focus of the association

Communications

- E-mail Listserv
- Website
 - Forum/blog
- Directory
- Contacting the Executive

Benefits

- Organize two yearly meetings
 - ASAPA Fall Meetings
 - ASSC Conference
- Advocacy, executive can bring forward your concerns
- ASAPA liaison

Funding

- Funded through membership fees and sometimes through sponsorship
- Used for conference, executive travel costs, other association related expenses

Executive Board

- Board is made up of the following positions:
 - President
 - Vice-President (Executive)
 - Vice-President (Skills & Employment)
 - Secretary
 - Treasurer
 - Past-President
 - Member-At-Large

Executive Board

- Board positions are voluntary, and are voted in at the general meeting
- Positions are voted in for 12 months at a time, and run January to December
- The executive meets about once a month, usually by teleconference and in-person a few times a year

President

- Coordinate the activities of the Association.
- Preside at all meetings of the Association.
- Act as the official spokesperson for the Association, except as otherwise determined.
- Prepare agendas for Executive Committee meetings.
- Prepare agendas for Association meetings in consultation with Officers and
- Chairpersons of committees, as appropriate.

Vice-President (Executive)

- Assume the responsibilities of the president, in the president's absence.
- With the approval of the President, represent the Association on external
- organizations, committees, task forces, and the like.
- Assume overall responsibility for internal communications.

Vice-President (Skills & Employment)

- Act as the official liaison between ASAPA and the Alberta Employment and Industry (AEI)
- Manage the Association's AEI List-Serve.
- Arrange for presenters and speakers related to AEI programs and services for the ASSC
- With the approval of the Executive Committee, represent the Association on external organizations, committees, task forces, and the like.
- Fulfill duties as assigned by the Executive Committee.

Secretary

- Circulate agendas for Association and Executive Committee meetings. Circulate official notices and communications as prescribed.
- Record minutes of Association and Executive Committee meetings and distribute as soon as possible after each meeting, but no later than thirty (30) days.
- Be responsible for the maintenance of the Association's official books of record and the archives.

Treasurer

- Be responsible for all financial transactions and maintenance of the Association's financial records, including annual budgets and yearly financial statements.
- Prepare the Association's annual budget for the Executive Committee.
- Maintain the membership records.
- Manage the Association's electronic list-serves, except as otherwise stated herein.

Past-President

- Chair the Nominating Committee
- b) With the approval of the Executive Committee, represent the Association on external organizations, committees, task forces, and the like.
- c) Fulfill duties as assigned by the Executive Committee.

Member-At-Large

- Act as the official liaison between the Association and the Provincial Planning Committee of the Alberta Student Services Conference (ASSC).
- Coordinate the ASAPA program, including the logistics and arranging for presenters and speakers, except as otherwise stated herein.

How to Get Involved

- Respond to e-mail discussions
- Provide feedback to executive when issues arise
- Volunteer for committees
- Volunteer for an executive position