

Getting Involved in MASFAA: What can YOU do?

Presenters:

Wendy Hutchins (MASFAA Vendor Chair), Sallie Mae
Marilyn D. James (MASFAA Co-Chair Conference Committee),
MSU-Meridian
Nicole Patrick (MASFAA Member-at-Large), Mississippi University
for Women

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MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



Importance of the Leadership Role

Two Major Forces Affect the Behavior Of A Leader

- Feeling that the individual will benefit from the activity
- Individual believes that the activity will help others or be good for the profession

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Each person's needs vary, yet they fall into one of the following categories:

- **A sense of self-worth or self-esteem** – the need to feel of value to self or others
- **Friendship and affiliation** – the need for social interaction
- **Growth and advancement** – the need to develop skills and move upward in status
- **Security** – the need to avoid lack of acceptance by peers
- **Achievement** – the need to see good results of work performed

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- **Recognition** – the need to receive praise or acknowledgement for work performed
- **Power and responsibility** – the need to control your environment
- **Creative expression** – the need to express yourself in new ways
- **Identify** – the need to relate to your environment
- **Immortality** – the need to make contributions that effect change beyond your lifetime



Three Key Types of Motivators

- **Achievement-motivated people**
- **Power-motivated people**
- **Affiliation-motivated people**



- **Achievement-motivated people:**
 - Take personal responsibility for solving problems
 - Look for new ways to do things
 - Respond best to clear, well-delegated assignments
 - Good at detail work
- **Power-motivated people:**
 - Enjoy influencing people and activities
 - Like to delegate
 - Concerned with status and position
 - Consider private request for advice as a compliment
- **Affiliation-motivated people:**
 - Accepted in work and social situations
 - Do not like to do anything alone
 - Excel in team efforts
 - Welcome the chance to visit and compare notes



Leadership Planning

- Find time to plan
- Define your goals
- Organize your plan
- Execute your plan



Tips on How to Delegate

- Select the right person and ask permission
- Assign the good and the bad
- Take your time
- Prepare in advance
- Be specific
- Communicate expectations of outcome
- Share knowledge
- Avoid gaps and overlaps
- Prioritize



Leadership Performance – How you will be Judged

- Success of planned projects
- Anticipation of members' needs
- Effective communication
- Responsiveness
- Handling of unanticipated crises
- Handling of Association matters



Communicate Effectively

- Listen attentively
- Pay attention to body language
- Ask questions to clarify and confirm understanding
- Avoid distractions
- Write down necessary information
- Read all parts of an email and pay attention to others who are copied
- E-mail is a business tool and should be treated as such
- Be professional at all times



Planning and Conducting Meetings

Five Steps in the Planning Process

- 1) Put your goals in order
- 2) Develop a master plan
- 3) Establish specific steps to follow
- 4) Schedule steps in priority order
- 5) Keep on schedule and follow to completion



- As a leader, you have the responsibility to determine what types of meetings will be held and, to some degree, you are responsible for planning them. It is your role to ensure that meetings are conducted timely and that they achieve the goals and objectives.
- It is important to acknowledge that the arrangements for most of your meetings will be carried out by volunteers in your association. Your sensitivity to their schedules and needs is critical to success. You may wish to establish a master calendar or timetable to ensure that nothing is overlooked. Consider "piggy-backing" with other meetings for cost savings.



Notification and Agenda Preparation

- Timely and accurate notification to meeting participants is an essential element of meeting preparations.
- Regardless of the lead time, meeting attendees should be given – in some form – the purpose of the meeting summarized into an agenda.
- Strategy in preparation: If there is a possibility that some persons may arrive late or leave early, be sure that major items of concern are presented at a time when the greatest number will be in attendance. If there is a controversial item on the agenda, you may want to present it at a time of day when those in attendance are more congenial and more receptive.



- Scheduling the length of the meeting is important. Be sure that sufficient time is allowed for full consideration of the agenda items.
- Finally, in case of conferences or other meetings that involve guest speakers, prepare for the unexpected. A last minute cancellation should be dealt with smoothly and timely.



Physical Arrangements

- The best arrangement for small meetings is usually a head table with side tables, a hollow square, or a conference table so that all participants can see the other members. Both verbal and non-verbal communication gives the best exchange of ideas.
- The president or chair should always be a focal point so all questions are directed to a central point. The secretary or recorder should sit close by to have the full benefit of the discussions. Name plates may also be appropriate for the benefit of guests or new members who might not know all of the participants.
- Room temperature and refreshments breaks may contribute to the comfort of the participants and should be considered important elements for their well-being.



Conducting the Meeting

- **Start on time.** You will find that if starting on time becomes your standard practice, those members who plan to attend will be there on time.
- Have a well **prepared agenda.**
- Once the meeting has been called to order, be certain that all remarks are made through the Chair. Members do not address each other directly regarding any issue but obtain the recognition of the Chair. Rules for conducting the meeting are contained in [Roberts' Rules of Order](#).



- **Minutes** from a previous meeting should have been received for review in advance. Review any unfinished action items from previous meetings.
- **End the meeting** as scheduled.
- Many people contribute to the success of a meeting. Remember to thank everyone who contributes to the meeting's success.



Passing the Torch

- Recognize yourself as a role model
- Mentor the person who will assume your leadership role throughout the year
- Create enthusiasm and interest in goals and objectives that will extend beyond your leadership year
- Find balance between being supportive and allowing a new leader the opportunity to lead



Leadership Fears

- When you embrace your worries instead of fighting them, challenges turn into major opportunities.

“You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do.”

Eleanor Roosevelt



Befriend your Fear

- Stop reacting, start breathing
- Take control
- Build alliances
- Tell the truth
- Shift into a positive gear



When Fears Take Over

- Stop us from being our best
- Makes defensive
- Uncomfortable and reactive
- Stops us from being strategic
- Stops us from being smart
- Stops us from focusing on the right things



Great Leadership

- Great leadership requires us to transcend our fears---to go out on a limb and take the risk of being responsible not just for ourselves, but for others. Leadership requires us to cope with challenges, and even with fearful situations.



Everyday Leadership Fears

- Letting people down
- Not knowing how to cope with crisis
- Terrorism
- Worker safety
- Violence
- Losing Face
- Getting fired or ousted
- Being found out as a fraud or failure



Some Questions I had to ask MYSELF

- Will I have enough time?
- Can I learn everything?
- Who will help me?
- How do I handle bad situations?
- Will I make good decisions?
- What will I do if everything goes wrong?
- Will I be able to enforce the bylaws of the association?



Ethical Principles and Code of Conduct

- *Ethics* is the study of values and customs of a person or group. It covers the analysis and employment of concepts such as right and wrong, good and evil, and responsibility.
- *Code of Conduct* is a set of rules outlining the responsibilities of, or proper practices for an individual or organization.



LEADERSHIP OPPORTUNITIES

- These opportunities consist of those individuals who are elected, appointed and volunteer.

Committees:

- **Archives Committee**
- **Audit/Finance Committee**
- **Conference Committee**
- **Site Selection Committee**



Cont.

- Diversity Committee
- Electronic Services Committee
- High School Relations Committee
- Legislative Committee
- Long Range Planning Committee
- Membership Committee



Cont.

- Newsletter Committee
- Nominations Committee
- State Aid Committee
- Training Committee
- Vendor-Sponsor Committee



Board of Directors:

- President
- President-Elect
- Immediate Past-President
- Vice-President
- Secretary
- Treasurer
- Member-at-Large
- Directors (3)



Duties and Responsibilities of Board of Directors and Other Committee Chairs:

- Attend all meetings.
- Serve as leaders in the financial aid profession and set an example for other members to follow.
- Provide a written report at each Board meeting.
- Adhere to the policies and procedures and procedures adopted by the Association.
- Be an active participant.



Contact Information

- *Wendy Hutchins, Sallie Mae*
wendy.hutchins@salliemae.com
(601) 878-2363
- *Marilyn D. James, MSU-Meridian,*
mjames@meridian.msstate.edu
(601) 484-0234
- *Nicole Patrick*
Mississippi University for Women,
npatrick@finaid.muw.edu
(662) 329-7115

