

## **PROPRIETARY COMMITTEE**

### **SCOPE AND PURPOSE**

The Proprietary Committee became a standing committee of the Association at the direction of the 1982 Executive Council. The general goal of the committee is to address issues that affect financial aid administrators and students in the proprietary sector.

### **CHARGE OF THE PROPRIETARY COMMITTEE**

1. Organize workshops and training activities for proprietary financial aid administrators, paying particular attention to Certification Requirements.
2. Bring issues of relevance to proprietary aid administrators and students to the attention of the Association and the Executive Council.
3. Advise other committees when Proprietary concerns need to be addressed and ensure Proprietary representation on all appropriate committees.
4. Work with the conference committee to coordinate the Proprietary Certificate Workshop and to ensure interest sessions are presented with proprietary aid administrators' needs in mind.

### **SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Proprietary Committee Chair: Proprietary Segmental Representative
- B. Proprietary Committee Members:  
Members should be selected to reflect the diversity of the CASFAA membership. The committee should be composed of members from the institutional segments that have proprietary aid administrators. In addition, it is recommended that a liaison from the Proprietary Committee serve on all appropriate committees.
- C. Committee Size: Recommended: 10 members

### **COMMITTEE MEETINGS**

It is recommended that the Proprietary Committee meet 6 times per year. The short and long term goals are defined at the first meeting. The committee monitors its training events by evaluations received at the workshops. The evaluations are then used to make changes in the next year's activities.

### **FINANCIAL RESPONSIBILITY**

The meeting budget is based on the travel expenses incurred by the committee members. The project budget is based on the cost of the workshops and training activities. All workshops should be self-supporting, to the extent possible.

### **HISTORY OF THE PROPRIETARY COMMITTEE**

The CASFAA Proprietary Committee was authorized in 1982.