

IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Jerome Duran, Chief Operating Office
Georgia Student Finance Commission

DATE: June 23, 2004

SUBJECT: COMMON MANUAL, *The Common Manual Governing Board Structure*
Training Brief Issue 12

Georgia Student Finance Commission (GSFC) is pleased to provide you with the twelfth issue of Training Brief.

This Brief explains the general structure and function of the Common Manual Governing Board. This Training Brief is provided in PDF format with the hope that you will share this version with co-workers.

If you have any questions about the enclosed Training Brief, please contact Jessie Cooper by phone at 770-724-9139 or email jessiec@gsfc.org.

Attachment

ISSUE 12**The Governing Board Structure**

Guaranty agency Chief Executive Officers (CEOs) established a Governing Board (GB) to govern the development, publication, distribution, and maintenance of the *Common Manual* (CM). The *Common Manual* mission is to develop consistent policies, to the greatest extent possible, across all guarantors, in order to simplify the administration of the FFEL program. The following provides information about the GB's structure:

- The GB currently consists of 36 members.
- Each guarantor's CEO appoints one member to the GB who serves at the pleasure of the guarantor's chief executive officer*.
- The GB elects an Executive Management Team (EMT) consisting of a chair, chair-elect, treasurer, communications director, and production director. The chair and chair-elect serve a one-year term. Other officers serve a two-year term.
- The chair manages the daily activities of the GB, schedules and conducts conference calls and community meetings, distributes agendas, maintains and distributes records of Board decisions, signs contracts for goods/services on behalf of the GB, and administers the CM appeals process.
- The chair-elect acts as chair in the chair's absence, assumes the responsibility of the chair at the end of the chair's term, assumes the responsibilities of any officer during a vacancy, and solicits nominations for vacant positions.
- The communications director develops/distributes press releases, reports and other communications, assists in coordinating community meetings, monitors communication trends, develops/maintains new member package, coordinates the new member mentor program, and maintains GB record archives.
- The treasurer prepares an annual operating budget, coordinates the CM financial affairs, and monitors GB contracts.
- The production director coordinates annual production activities for CM products, develops specifications for production jobs, secures quotes and negotiates prices for services, and produces/distributes annual manual updates.

*The member must be an employee of the guarantor, or an affiliate of the guarantor who acts in a management or decision-making capacity for that guarantor under a contractual arrangement between the guarantor and its affiliate, and who presents no conflict of interest as determined by the GB. No member may serve concurrently as a voting member of the Policy Committee.