

IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

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

DATE: May 11, 2004

SUBJECT: COMMON MANUAL, *The Common Manual Committee Structure*
Training Brief Issue 11

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

This Brief explains the general structure and function of the Common Manual Policy Committee. 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 11**The Policy Committee Structure**

The *Common Manual* Governing Board (GB) established a Policy Committee (PC) to maintain and update the *Common Manual*. The mission of PC is to ensure that the *Common Manual* accurately reflects current requirements of the Federal Family Education Loan Program (FFELP), and to promote common guarantor policies and interpretive positions for inclusion in the manual. The following provides information about the PC's structure:

- The PC consists of a maximum of 12 voting members and 3 non-voting members.
- Members are nominated and elected by the GB for two-year terms and may be re-elected at the pleasure of the GB.
- Elections are held as needed.
- The PC elects a chair and chair-elect from its own membership. Each serves a one-year term and may be re-elected at the pleasure of the PC.
- The chair leads the PC by coordinating the PC's daily activities, facilitating communications between the PC and the FFELP community, monitoring PC projects, goals and time lines, ensuring the timely completion of PC deliverables, and acting as the PC's interface with the GB.
- The chair-elect provides support to the chair, stands in for the chair in his or her absence, and in general learns the ins and outs of leading the PC. The chair-elect assumes the responsibilities of the chair at the end of the chair's term.
- The non-voting members provide administrative support such as editing the various documents produced by the PC, taking minutes, and coordinating the maintenance of the PC's database.

A PC member must be an employee of a guarantor, or an employee of an affiliate of a guarantor who acts in management or decision-making capacity for a guarantor under a contractual arrangement between a guarantor and its affiliate, and who presents no conflict of interest as determined by the GB. A guarantor may have only one voting member on the PC at any given time.