

## IASFAA Fact Book Maintenance Policy

- I. Delegates should gather from committee chairs year end reports, minutes of telnets, business meetings for the purpose of maintaining the data in the IASFAA Fact book.
  - a. Each year, the following pieces of information are to be gathered:
    - i. Executive Council Members
    - ii. Committee Chairs
    - iii. Conference dates, site, theme and number of attendees
    - iv. Membership numbers (break out by sector?)
    - v. List of award recipients
    - vi. Annual Report/Financial statements
    - vii. List of any member who served and/or was elected to a regional or national position
    - viii. Fun facts
    - ix. Amount of membership dues
    - x. Other notable changes
  - b. Additional information may be submitted to the current Delegates for consideration of inclusion into the Fact Book.
  
- II. Annually September/October the updated Fact Book will be posted to the IASFAA website.
  - a. A message should be sent via Electronic Services to the list serve announcing its availability.
  - b. The following statement is to accompany the announcement of the Fact Book availability: “Every effort will be made to keep this reference tool up to date and accurate. If you have missing information, please submit it to any of the current IASFAA Delegates.”