

PCACAC Position Description - Advancement Committee Chair Three-Year Term

The responsibilities of the Advancement Committee Chair include:

- Serve as voting member of the Executive Board
- Develop long-term and annual fundraising plans that will generate funds to help support PCACAC's mission
- Seek to secure sponsorships for all PCACAC programming
- Investigate new fundraising opportunities ranging from projects, activities and ideas for future use
- Submit regular reports to the Leadership Team and Executive Board on the progress of fundraising opportunities

Estimated Time Commitment for the Advancement Committee Chair:

NACAC Conference (in-person attendance recommended)	4 days per year
PCACAC Conference	4 days per year
PCACAC Executive/Full Board Meetings	2 in-person/2 virtual days per year
Bi-Monthly Committee meetings	6 days per year
Monthly Check in with Leadership Team Liaison	12 days per year
Planning and preparation	24 days per year