

## PCACAC Position Description – Professional Development Committee Chair Three-Year Term

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The responsibilities of the Professional Development Committee Chair include:

- Serve as a voting member of the Executive Board
- Lead the Professional Development Committee in its charge to determine and address the educational needs of those serving students and their families in transition to postsecondary education where access to professional development funds are limited.
- Provide training and professional education opportunities that are in concert with NACAC's *Statement on Counselor Competencies*, and cultivating participation in professional development among all who serve students and families
- Evaluate and review professional education programs for content, quality, and appropriateness to those involved with the college counseling and admission process
- Develop and implement professional development opportunities, especially for those who may encounter difficulty in accessing such activities
- Coordinate with other standing committees to deliver professional development programs and services
- Explore new and innovative ways to deliver professional development products, programs, and services
- Nurture, encourage and train committee members to become leaders
- Identify, through programming, future leaders within the Association
- Collaborate with the Conference Planning Committee and Summer Institute on curriculum efforts
- Work with the committees in strategically planning and implementing programmatic efforts that address areas of professional development
- Assist in expanding professional growth among members of PCACAC as well as enhancing and promoting our profession outside of PCACAC
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- Provide support for all programs, analyze needs for future professional development, and collaborate with other PCACAC standing committees
- Serve on the Conference Session Selection Committee
- Manage subcommittees including Ann Powell Mentoring Program and Conference Scholarships

Estimated Time Commitment for the Chair of Professional Development:

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
Conference Planning Committee meetings	8 days per year
Summer Institute	4 days per year
Bi-Monthly Professional Development Committee meetings	6 days per year
Workshops and Programs	4 days per year
Monthly Check in with Leadership Team Liaison	12 days per year
Planning and preparation	24 days per year