

Standing Committee Chairs – General Responsibilities

The general responsibilities for Standing Committee Chairs include:

- Serve as voting members of the Executive Board
- Develop and communicate goals when the new leadership cycle begins
- Encourage and solicit standing committee membership from the general membership
- Convene bi-monthly meetings of the standing committee to facilitate the work of the Association as directed in the charge to the committee or as requested by the President
- Provide progress reports to the Leadership Team as directed by the President
- Provide periodic reports to the general membership as directed by the President
- Prepare and submit standing committee budget requests, as directed by the President or Finance Vice President, for consideration by the PCACAC Finance & Budget Committee
- Approve and monitor all standing committee expenditures, in compliance with approved budget allocations and maintain all documentation
- Communicate with the President, President-Elect, Immediate Past-President and ExecutiveAssistant regarding all committee meetings
- Grow leadership: appoint, mentor and train a Vice Chair who will assume the responsibilities for the committee in the absence of the chair and who will potentially move into the role of committee chair
- Promote diversity within the committee's membership
- Appoint a member of the standing committee to serve as liaison to the Communications Committee

Estimated Time Commitment for Standing 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