

Standing Committee Vice Chairs – General Responsibilities

The general responsibilities for Standing Committee Vice Chairs include:

- Serve as a non voting member on the Full Board
- Report to and assist the Committee Chair with committee responsibilities
- Assume responsibilities of the committee in the absence of a Committee Chair
- Potentially move into the role of Committee Chair
- Encourage and solicit standing committee membership from the general membership
- Assist in convening of 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

Estimated Time Commitment for Standing Committee Vice Chairs:

PCACAC Conference	4 days per year
PCACAC Full Board Meetings	1 in-person/1 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	12 days per year