

PCACAC Position Description–Summer Institute Committee Chair
Three-Year Term

The responsibilities of the Summer Institute Committee Chair include:

Serve as voting member of the Executive Board

- Lead the Summer Institute Committee, in conjunction with the President-Elect and the Professional Development Committee Chair, to design, plan, and execute PCACAC’s annual Summer Institute, including goals and professional content, speakers, workshops/sessions, and evaluation tools.
 - Establish and oversee Summer Institute planning committees charged with specific areas of responsibility
- Fully engage and participate in Summer Institute, including but not limited to staying in the residence halls with participants and faculty
- Develop projected calendar of dates and host institutions for Summer Institute to maximize attendance and cost-effectiveness
- Develop and manage a conference budget in conjunction with the Finance Vice President and Executive Assistant
- Provide periodic progress reports to the Leadership Team on Summer Institute plans
- Attend Finance Committee meetings as requested

Estimated Time Commitment for the Summer Institute Committee Chair:

NACAC Conference (in-person attendance recommended)	4 days per year
PCACAC Conference	4 days per year
PCACAC Executive/Full Board	2 in-person/3 virtual days per year
Summer Institute program	4 days per year
Summer Institute Site Visit	2 days per year
Monthly Committee meetings	biweekly leading up to Summer Institute
Monthly Check in with Leadership Team Liaison	12 days per year
Planning and preparation	24 days per year