



# Call for Nominations

## 2017 Election

The Nominating Committee values your opinion as we identify candidates for PCACAC leadership positions. Service as a PCACAC leader provides opportunities for individual professional growth as well as regional and national visibility for the employing institution. Newly elected officers and delegates will take office July 1, 2017.

Please review the available offices listed below and consider either a self-nomination or identify a PCACAC member who is ready to take the next step in PCACAC leadership. The nomination forms are available electronically at [www.pcacac.org/nominating](http://www.pcacac.org/nominating) and include the *Candidate Application* and *Institutional Support Form*. **The official candidate nomination filing deadline is Friday, December 30, 2016.**

***Nominations are being sought for the following elected positions:***

**PRESIDENT-ELECT (three-year term):** The President-Elect shall succeed in sequence to the office of the President and then to the office of Past-President upon the annual completion of the term of each office.

- Serve as a voting member of the Executive Committee.
- Attend all Executive Committee meetings and, in the absence of the President, preside at official PCACAC functions.
- Succeed to the office of the President in the event of an early vacancy in that office and then continue to serve the normal term as President.
- Serve as an ex-officio member of all PCACAC committees, except Governance & Nominating; attend select meetings as necessary to understand committee challenges, present issues, or priorities.
- Serve as a member of and an advisor to the Conference Planning Committee.
- Serve as a Delegate to the NACAC Assembly.
- Represent PCACAC at the NACAC Leadership Development Institute (LDI), the Legislative Conference/President's Council Meeting, and other NACAC-related events when appropriate.
- Assist the President with the goals and objectives of PCACAC.
- Oversee the Conference Chair, Professional Development Chair, and site coordination with the Executive Assistant for meetings and events; encourage collaboration among committees; ensure on-going recruitment and participation of committee members; and provide committee reports during Executive Committee meetings as needed.
- Assist in development and implementation of professional development opportunities for the general membership and Executive Committee.
- Assure, in concert with the President and Past President, PCACAC representation and involvement in other allied associations.
- Participate, as requested, in other state and regional conferences.
- Fulfill the three-year presidential cycle and concomitant responsibilities.
- Assist the President in achieving the goals set forth in PCACAC's Strategic Plan.

**DELEGATE (three-year term):** PCACAC elects Delegates to the NACAC Assembly who shall serve in compliance with the provisions of the NACAC Bylaws. To be a Delegate, a candidate must be the principal representative of a voting NACAC member institution or a voting individual member of NACAC within the geographical area served by PCACAC. Elected Delegates shall serve no more than two consecutive terms. This election year, one At-large Delegate position is available.

Delegates are required to attend the Summer Leadership Retreat and Full Board Meeting, participate in a Delegate Training Meeting, and serve as a delegate during the Assembly at the NACAC annual conference. In addition, Delegates are asked to join and participate in another PCACAC committee of choice.

Those persons standing for election as a Delegate in PCACAC who are not elected may be designated as Alternate Delegates for the year in which they stood for election.

**Nomination materials must be submitted by Friday, December 30, 2016.**

**A completed nomination must include:**

**1. For the nominee:**

- a. *Contact information.*
- b. *Personal Statement:* In 500 words or less, explain how the nominee's background, training, experience and/or personal qualities support candidacy. Please note: If selected for candidacy, this information will be posted to PCACAC's website as a reference to voters; thus, the statement should be written in a professional manner appropriate for publication.
- c. Any *other information* you would like to add that would assist the Nominating Committee members when making their decision.
- d. *Curriculum Vitae (CV) or Resume:* It may include the following information and/or other items pertinent to the nominee's experience and must be uploaded in either **Word or PDF format**.
  - i. Professional experience including present job and responsibilities, previous positions held and those responsibilities, and the year the nominee started working in each profession.
  - ii. Educational background, including institutions attended and degrees earned (with dates).
  - iii. NACAC or affiliate offices and committee service (with dates), including when the nominee's NACAC membership began.
  - iv. Professional memberships, offices and services (with dates).
  - v. Other community leadership activities, including offices (with dates).
  - vi. Awards or honors.
- e. Nominee *headshot* (optional)
- f. Familiarity with [NACAC's Statement of Principles of Good Practice](#).

**2. From the employer:**

- a. Supervisor's title and contact information.
- b. Supervisor's acknowledgement of support.

**Nominees will be notified regarding candidacy status in February 2017.** The election will be held from March 28 to April 18, 2017. During the voting period, members will also confirm the election of the persons continuing in the positions of Secretary, Government Relations Chair/Delegate, and Professional Development Chair/Delegate. An announcement of election results will be made at the General Membership Meeting on Tuesday, April 25, 2017.

For further information, please contact our Nominating Chair:

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