



Institutional Support Form

2017 Executive Board Election

Candidate: Please complete the top portion of this Institutional Support Form, have your employer complete the bottom portion and return it to the mailing or email address listed below **by December 30, 2016.**

Candidate's Name: _____ Date: _____

Position being sought:

_____ **President-Elect:** Three-year presidential cycle (2017–2020)

_____ **Delegate:** Three-year term (2017–2020)

Service on the PCACAC Executive Committee (President, President-Elect, Past President, Treasurer and Secretary) provides opportunities for individual professional growth as well as regional and national visibility for the employing institution. If elected, anticipated responsibilities include in-person Board meetings that vary from 1-2 days and occur 4-5 times during a calendar year.

Participation as a PCACAC Delegate requires membership and attendance at the annual NACAC meeting for participation in the National Assembly. In addition, delegates will serve on the regional board and attend the annual leadership retreat and delegate training meeting. Delegates are also asked to make a significant contribution of time and energy to their committee of choice.

To be completed by the candidate's employer:

We support the candidacy of _____ for a position on the PCACAC Executive Board and will support the time commitment necessary if s/he is elected for a term of office. We understand that expenses incurred while participating as a Board member not covered by our institution will be assumed by PCACAC as outlined in the Fiscal Policy. As a membership organization, PCACAC appreciates the financial support of Board members' institutions when possible, and will support any additional costs incurred by board members in the execution of their duties.

Signature: _____ Title: _____

Name: _____ Date: _____

Nomination materials must be mailed or emailed to PCACAC's Nominating Chair **by December 30, 2016:**

Mike Oligmueller
Director of College Counseling
The Potomac School
Past President, Potomac & Chesapeake Association for College Admission Counseling (PCACAC)
1301 Potomac School Road
McLean, VA 22101
moligmueller@potomacschool.org