



# **Procedure Manual**

Updated July 31, 2015

## **PCACAC President's Council and Executive Committee**

---

The President's Council and Executive Committee of PCACAC serve to advise the President and provide administrative leadership in developing and implementing Association policies, programs, and services.

Membership of the Executive Committee includes the following elected officers:

- The President
- The President-Elect
- The Immediate Past President
- The Treasurer
- The Secretary
- PCACAC Executive Assistant – non-voting

The Executive Committee meets at NACAC Conference, PCACAC Conference, January meeting, and at summer Full Board Retreat/Meeting and upon request by the President.

Membership of the President's Council includes:

- The Executive Committee
- Chair of Government Relations/Delegate
- Chair of By-Laws/ Credentials/Delegate
- Chair of Professional Development/Delegate
- Chair of Admission Practices/Delegate
- Chair of Inclusion, Access and Success/Delegate
- Chair of Communications
- Chair of College Fairs
- Chair of Membership
- Chair of Current Trends/Future Issues/Delegate
- Chair of Past-President's Committee
- Chair of the Conference Planning Committee
- Meeting and Events Site Coordinator (ex officio)

The President's Council meets at NACAC Conference, PCACAC Conference, summer Full Board Retreat/Meeting and upon request by the President.

Membership of the Full Board includes:

- The Executive Committee
- The President's Council
- NACAC Delegates

The Full Board meets at the summer Full Board Retreat/Meeting

All President's Council and Executive Committee members must be individual voting members or their institution's principal voting member of PCACAC at the time they assume office and maintain this membership throughout their term. President's Council and Executive Committee Members are also expected to be NACAC voting members.

## **General Responsibilities**

---

In carrying out their functions, members of the Executive Committee and President's Council are subject to two primary legal obligations: a duty of care and a duty of loyalty. The duties of care and loyalty are the common law terms for the standards that the law uses to gauge the legality of a governing member's acts or omissions. The duty of care calls upon each member of the President's Council and Executive Committee to participate in the decisions of the Committee and to keep informed with respect to such decisions. The duty of loyalty requires all members to exercise their powers in the interest of PCACAC, rather than in their own personal interest or the interest of another entity or person. The elected and appointed leaders have a fiduciary responsibility to the members of the organization; that is, to always act in the best interest of the membership. The power is entrusted to the leadership for the benefit of the membership.

By assuming office, each member of the Executive Committee and the President’s Council acknowledges that with regard to any activity or opportunity, the best interest of PCACAC must prevail over his/her individual interest. The Executive Committee and President’s Council member shall not use his/her PCACAC position for individual personal advantage. Before an Executive Committee or President’s Council member engages in a transaction which he or she should know may be of interest to PCACAC, he/she must disclose the transaction to the Executive Committee in sufficient detail and give adequate time to enable the Executive Committee to act or decline with regard to such transaction. A corporate opportunity arises when a member knows that he or she can participate in a transaction that would possibly fall within, or compete with, PCACAC’s present or future activities. The Member must affirmatively present the opportunity to the Executive Committee before participating in the transaction outside PCACAC.

**Specific Responsibilities**

---

Members of the PCACAC Executive Committee and President’s Council have specific responsibilities:

\*PCACAC Executive Committee: To participate fully in all meetings of the Executive Committee. There are normally four Executive Committee meetings each year, not including those called by the President if needed. All members of the Executive Committee are expected to attend all Executive Committee meetings. Excused absences are at the discretion of the President. Failure to meet this obligation may result in dismissal from the Executive Committee.

\* PCACAC President's Council: meets twice a year in addition to other meetings that may be called by the President

- To serve as a voting member of the President’s Council or Executive Committee
- To be a voting member of both PCACAC and NACAC
- To know and uphold the *Bylaws of PCACAC*
- To provide written progress reports as requested by the President and Executive Assistant in advance of the Executive Committee meetings and a formal end-of the year annual report
- To prepare, if appropriate, well-documented budget proposals for submission to the PCACAC Finance and Budget Committee for consideration in the Association’s overall operating budget development
- To budget for and to maintain an accurate accounting of expenditures, including receipts, for all PCACAC programs and initiatives within his/her purview
- To ensure that all work on behalf of the Association promotes the goals identified in PCACAC’s Strategic Plan

Estimated Time Commitment for President’s Council Members	10 days per year
Estimated Time Commitment for other members of the Executive Committee	16 days per year
NACAC Conference	4 days per year
PCACAC Conference	4 days per year
Executive Committee Meeting (January)	2 days per year
Full Board Retreat/Meeting	2 days per year
Preparation/Planning	4 days per year

## PCACAC Position Description - President-Elect One-Year Term

---

The responsibilities of the President-Elect include:

- Serve as a voting member of the Executive Committee
- Attend all Executive Committee meetings and, in the absence of the President, preside at any official PCACAC function
- Succeed to the office of the President in the event of an early vacancy in that office and then continuing to serve the normal term as President
- Serve as 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 advisor to the Conference Planning Committee; to serve as Conference Program Committee Chair
- 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
- Act as the group coordinator of the "Professional Practice and Development" committees (Conference Chair, conference sub-committees, Professional Development and sub-committees, Meetings and Events Site coordinator) to 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 the Executive Committee
- Assure, in concert with the President and Immediate Past President, PCACAC representation and involvement in other allied Associations
- Participate, as requested, in other state and regional conferences
- To fulfill the three year presidential cycle and the concomitant responsibilities
- Assist the President in ensuring the Executive Committee's work is directed towards achieving the goals set forth in PCACAC's Strategic Plan

Estimated Time Commitment for President-Elect:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
NACAC LDI	4 days per year
Conference Planning Committee Meetings	3 days per year
NACAC Legislative Conference/President's Council Meeting	4 days per year
PCACAC Executive Committee (January)	2 days per year
PCACAC Retreat/Meeting	2 days per year
Planning and preparation	14 days per year

**PCACAC Position Description - President**  
**One-Year Term**

---

The responsibilities of the President include:

- Serve as chairperson and a voting member of the Executive Committee and President’s Council
- Present Executive Committee goals for the year
- Call and preside at Executive Committee meetings, President’s Council meetings, general membership meetings and other PCACAC functions whenever possible
- Conduct Executive Committee and President’s Council meetings in a manner that will assure the focus remains in the best interest of PCACAC
- Prepare the agenda for Executive Committee, President’s Council and general membership meetings with the Executive Assistant
- Represent PCACAC at the NACAC Leadership Development Institute (LDI) and the NACAC Legislative Conference/President’s Council Meeting
- Act as the group coordinator of the “Planning and Practice” committees (Admission Practices, Current Trends and Future Issues, Past Presidents’ and Membership) to encourage collaboration among committees, ensure on-going recruitment and participation of committee members, and provide committee reports during Executive Committee meetings, as needed.
- Appoint chairpersons of each PCACAC standing committee as vacancies arise
- Appoint any committee deemed advisable to further the goals of the Association subject to approval of the President’s Council
- Serve as Ex-officio member of all PCACAC committees; attend select meetings to understand committee challenges, present issues or priorities
- Serve as a delegate to the NACAC Assembly
- Share with the Treasurer all financial responsibilities of the Association
- Serve as counsel to the Association on membership concerns
- Serve as official spokesperson for the Association, with the right to delegate this responsibility
- Guide the work of the Past-President’s Committee on the Strategic Plan
- Assume other appropriate responsibilities as directed by the membership or Executive Committee
- Mentor and guide the President-Elect to ensure a smooth transfer of leadership
- Serve next term as Immediate Past President and Chair of the Nominating Committee
- Ensure the Executive Committee’s work is directed towards achieving the goals set forth in PCACAC’s Strategic Plan
- Provide an annual review for the Executive Assistant, prepare the Executive Assistant’s annual contract with the guidance of the Executive Committee, provide guidance and support to the Executive Assistant as needed so that the Executive Assistant can be effective in the job

Estimated Time Commitment for President:

NACAC Conference	5 days per year
PCACAC Conference	5 days per year
NACAC LDI	4 days per year
Governance & Nominating Committee Meetings	1 day per year
Other Association committee meetings	9 days per year
NACAC Legislative Conference/President’s Council Meeting	4 days per year
Executive Committee Meeting (January)	2 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Planning and preparation	14 days per year

## PCACAC Position Description – Immediate Past President One-Year Term

---

The responsibilities of the Immediate Past President include:

- Serve as a voting member of the Executive Committee and President’s Council
- Support, assist, and act as general counsel to the President
- Serve as chief delegate to the NACAC Assembly and certify that all delegates and alternates to the NACAC Assembly are either individual members or principal representatives of institutional members of NACAC; provide training for the PCACAC delegation
- Appoint delegates to the NACAC Assembly from the list of elected officers or committee chairs
- Act as the group coordinator of the “Public Advocacy and Governance” committees (Bylaws/Credentials, Government Relations, Inclusion Access & Success, Nominating, Assembly Delegates) to encourage collaboration among committees, ensure ongoing recruitment and participation of committee members, and provide committee reports during Executive Committee meetings
- Chair the PCACAC Governance & Nominating Committee to select candidates for office and award recipients
- Represent PCACAC at the NACAC Leadership Development Institute (LDI)
- Assist the President to ensure the Executive Committee’s work is directed towards achieving the goals set forth in PCACAC’s Strategic Plan
- Review and revise (if necessary) the PCACAC Procedure Manual

Estimated Time Commitment for Past President:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
NACAC LDI	4 days per year
Executive Committee Meeting (January)	2 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Governance & Nominating Committee Meetings	1 day per year
Planning and preparation	10 days per year

**PCACAC Position Description – Treasurer**  
**Two-Year Term**

---

The responsibilities of the Treasurer include:

- Serve as a voting member of the Executive Committee and President’s Council
- Develop the Association’s annual budget proposal based on requests received from officers and committee chairs
- Serve as an advisor to the Executive Committee on matters of investment strategy and fiscal policy
- Present the annual budget to the Executive Committee for approval; present the approved annual budget to the general membership
- Serve as principal reviewer to assess the fiscal impact of revenue enhancement proposals received by members and outside vendors
- Facilitate periodic review of the PCACAC Finance and Budget Manual and recommend changes as appropriate
- Assess the feasibility of contingency expenditures not included in the annual budget and make recommendations to the Executive Committee
- Monitor the activity of the NACAC Finance and Budget Committee and model appropriate policies and procedures
- Monitor the Association’s insurance needs and coverage
- Oversee PCACAC’s insurance policies and facilitate the periodic review of coverage
- Oversee the preparation of PCACAC’s tax forms and audit materials
- Secure mandatory bonding for all officers and the Association’s Executive Assistant
- Manage bill payment for PCACAC and maintain oversight of the Association’s budget and spending
- Share with the President all financial responsibilities of the Association
- Manage all fiscal accounts and investment portfolios
- Maintain proper fiscal accounting records; report quarterly to the Executive Committee and semi-annually to the general membership on the financial status of the Association
- Work closely with the part-time bookkeeper
- Serve as a member of the PCACAC Finance and Budget Committee

Estimated Time Commitment for Treasurer:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
Executive Committee Meeting (January)	2 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Finance and Budget Committee Meetings	4 days per year
Planning and preparation	16 days per year

**PCACAC Position Description – Secretary**  
**Two-Year Term**

---

The responsibilities of the Secretary include:

- Serve as a voting member of the Executive Committee and President’s Council
- Act as the group coordinator of the “Communications & Marketing ” committees (Communications, College Fairs) to encourage collaboration among committees, ensure ongoing recruitment and participation of committee members, and provide committee reports during Executive Committee meetings
- Explore new and innovative ways to deliver information to members of the organization as well as community members and government leaders
- To record the minutes of all meetings of the Membership, Executive Committee, and President’s Council, as well as any special meetings called by the President for the purposes of conducting PCACAC business, and to distribute those minutes within 30 days to appropriate parties.
- Contact Committee Chairs to submit Committee Reports by deadline set by the President
- Solicit articles for “The Anchor”

Estimated Time Commitment for the Secretary:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
Executive Committee Meeting (January)	2 days per year
PCACAC Full Board/Meeting	2 days per year
Communications Committee meetings	2 days per year
Planning and preparation	5 days per year



## PCACAC Position Description – Delegate and Alternate Delegate to the NACAC Assembly Three-Year Term

---

The responsibilities of a NACAC Delegate and an Alternate Delegate include:

- Identify general membership concerns, especially as they relate to NACAC and the *Statement of Principles of Good Practice*
- Represent the concerns of the PCACAC membership to NACAC through appropriate forums
- Vote on issues and motions raised at the NACAC Assembly and vote in the selection of the NACAC President-Elect and Board of Directors positions
- Solicit member input on NACAC and PCACAC issues and concerns raised through NACAC and the Assembly
- Serve voluntarily on a standing committee of choice

**NOTE:**

Alternate Delegates shall be ready to replace a Delegate at the NACAC Assembly if a situation arises that prevents the Delegate from attending the Assembly. Alternate delegates should also be prepared to replace a Delegate should that delegate no longer be able to fulfill his/her responsibilities. Delegates and Alternates must be individual members of NACAC or the principal voting members of the member institutions they represent.

Estimated Time Commitment for NACAC Delegates:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
Full Board Retreat/Meeting	2 days per year
Planning and preparation	4 days per year

## Standing Committee Chairs – General Responsibilities

---

The general responsibilities for Standing Committee Chairs include:

- Serve as voting members of the President’s Council
- Develop and communicate goals when the new leadership cycle begins
- Encourage and solicit standing committee membership from the general membership
- Convene periodic 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 Executive Committee 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, for consideration by the PCACAC Finance & Budget Committee
- Approve and monitor all standing committee expenditures, in compliance with approved budget allocations
- Maintain accurate documentation of all standing committee expenditures, including receipts
- Communicate with the President, President-Elect, Immediate Past President and Executive Assistant 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 Chairs:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	4 days per year
Planning and preparation	5 days per year

## PCACAC Position Description – Admission Practices Committee Chair/NACAC Delegate Three-Year Term

---

The responsibilities of the Admission Practices Committee Chair include:

- Serve as a voting member of the President’s Council
- Lead the Admission Practices Committee in its charge to educate admission and counseling professionals and their institutions regarding the nature of ethical standards embraced by NACAC and PCACAC as reflected in the *Statement of Principles of Good Practice*
- Facilitate periodic review of the *Statement of Principles of Good Practice*, the monitoring procedures, and other pertinent documents; making recommendations for changes to these documents as appropriate
- Promote adherence to ethical standards among member and non-member institutions
- Promote awareness among students and parents of ethical standards and rights and responsibilities associated with the college admission process
- Follow-up on allegations of unethical behavior according to the subscribed procedures
- Keep the President apprised of all allegations and the status of any unresolved ones
- Ensure confidentiality among Committee members as they handle allegations and in apprising the Executive Committee
- Assist in the preparation and presentation of professional development opportunities and materials for target constituencies
- Represent PCACAC in discussions and presentations on admission practices, ethical concerns, and challenges faced by the membership
- Participate in bimonthly conference phone calls with the other Affiliate AP Chairs and the National AP Chair and NACAC Executive Director. Meet once a year (at the NACAC Annual Conference) with the AP Chairs of the NACAC Affiliates and with the National AP Committee.
- Provide periodic articles for The ANCHOR on trends or issues relating to admission practices
- Serve as liaison between PCACAC and NACAC’s Admission Practices Committee

Estimated Time Commitment for the Admission Practices Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	4 days per year
Planning and preparation	8 days per year

## PCACAC Position Description – College Fairs and College Night Committee Chair Three-Year Term

---

The responsibilities of the College Fairs Committee Chair include:

- Serve as a voting member of the President’s Council
- Serve as a liaison between the PCACAC President’s Council, NACAC staff and the chairpersons of each NACAC College Fair held in the PCACAC region
- Coordinate the college night and college fair schedule within the chapter boundaries. The Chairpersons of the College Fair shall serve as automatic members of this committee
- Lead the College Fairs Committee in its charge to assist high schools and colleges in Maryland, Virginia, West Virginia, Delaware and the District of Columbia, by combining efforts and resources within geographic regions, to maximize the potential for access at college fairs and college nights
- Oversee National College Fairs Committees for Baltimore, Prince George’s County and Montgomery County
- Assist college admission and high school guidance personnel within regions to promote, organize, and coordinate college fairs to avoid duplication of effort
- Report revenue and expenses from National College Fairs within the region
- Create and update College Fair Chair Training Manual
- Host four College Fair Committee Meetings per year
- Update and maintain a College Fairs web presence on PCACAC website
- Create and maintain a database that lists all college fair chairs within the region
- Maintain the College Fairs Comprehensive List with dates, times, locations, directions, contact information, colleges attending, etc.
- Compile quarterly reports for the Executive Committee
- Research new ways to interact with high schools, guidance and community to enhance the potential for increased marketing of college fairs

Estimated Time Commitment for the College Fairs Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meetings	2 days per year
Committee meetings/conference calls	5 days per year
Planning and preparation	5 days per year

**PCACAC Position Description – Communications Committee Chair  
Three-Year Term**

---

The responsibilities of the Communications Committee Chair include:

- Serve as voting member of the President’s Council
- Lead the Communications Committee in defining and promoting PCACAC as the leader in post-secondary education counseling of various constituencies, including higher education institutions, secondary institutions, and media outlets
- Oversee the timely production and distribution of the ANCHOR and any other PCACAC publications and marketing initiatives
- Engage in relevant activities to promote PCACAC’s positive image
- Maximize communication and service to the Association’s membership and its various constituencies utilizing both email, PCACAC website and social media
- Advise the Executive Committee about emerging technologies
- Interact continuously with all PCACAC standing committees to use technology to enhance their individual and collective effectiveness
- Maintain the PCACAC website in coordination with the Executive Assistant
- Monitor the usage of the PCACAC website as a professional tool
- Enhance and improve the content and functionality of the website
- Inform the membership of PCACAC of new technologies beneficial to the profession
- Represent PCACAC in discussion and presentations on technology and technological challenges faced by the membership

Estimated Time Commitment for the Communications Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Planning and preparation	8 days per year

## PCACAC Position Description – Conference Planning Committee Chair

---

The responsibilities of the Conference Planning Committee Chair include:

- Serve as voting member of the President’s Council
- Lead the Conference Planning Committee, in conjunction with the President-Elect and the Professional Development Committee, to design, plan, and execute the annual conference for the Association, including conference theme, goals and professional content, speakers, workshops/sessions, and evaluation tools; coordinating local programs around the conference with appropriate standing committees
- Develop projected calendar of dates and places for the conference to maximize attendance and cost-effectiveness
- Establish and oversee conference planning subcommittees charged with specific areas of responsibility
- Develop and manage a conference budget in conjunction with the Executive Assistant
- Provide periodic progress reports to the Executive Committee on conference plans
- Attend Finance and Budget Committee meetings as requested

Estimated Time Commitment for the Conference Planning Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	6 days per year
Subcommittee meetings	2 days per year
Planning and preparation	10 days per year

**PCACAC Position Description – Credentials Committee Chair/NACAC Delegate  
Three-Year Term**

---

The responsibilities of the Credentials Committee Chair include:

- Serve as voting member of the President’s Council
- Review the PCACAC By-laws on an annual basis in order to make sure they are current and in accord with the Bylaws for NACAC
- Clarify and interpret the By-laws as questions arise
- Provide language for proposed By-law changes as needed
- Conduct a vote of the general membership when changes are made to the By-laws
- Submit by-law changes to NACAC at the conclusion of the spring general membership meeting

Estimated Time Commitment for the Credentials Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Planning, preparation, consultation	Varies throughout the year

## PCACAC Position Description – Current Trends and Future Issues Committee Three-Year Term

---

The responsibilities of the Current Trends and Future Issues Committee Chair include:

- Serve as a voting member of President’s Council
- Lead the Current Trends and Future Issues Committee in its charge to research and build awareness among PCACAC members of important practices, changes, and concerns in the college admission profession
- Edit and maintain an online library of professional resources on the PCACAC website
- Conduct appropriate research (e.g., surveys or interviews of PCACAC members, students, or parents, etc.) on pertinent admissions trends, and present research findings to PCACAC members through annual conference sessions or other means
- Serve as liaison to the NACAC Current Trends and Future Issues Committee
- Attend the national committee meeting at the NACAC annual conference to represent PCACAC and its interests
- Work effectively with the PCACAC Board to elucidate admissions and trends and affecting PCACAC members and institutions
- Encourage dialogue among PCACAC members on admissions trends
- Provide periodic committee reports to PCACAC Board

### Estimated Time Commitment for the Current Trends and Future Issues Committee Chair

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee Meetings	2 days per year
Planning and Preparation	4 days per year



**PCACAC Position Description – Government Relations Committee Chair/ NACAC Assembly Delegate  
Three-Year Term**

---

The responsibilities of the Government Relations Committee Chair include:

- Serve as a voting member of the President’s Council
- Lead the Government Relations Committee in its charge to be a catalyst, heightening awareness and sensitivity to federal, state, and local educational issues
- Promote PCACAC, via public policy efforts, as the premier source of information in the state on issues related to college access and transition.
- Develop relationships with other educational agencies and government officials and establish a vehicle to maintain open communication among those involved in and affected by educationally related legislation
- Strengthen committee membership to include a state-level subcommittee and chair for each of the four states in the affiliate (VA, MD, DE, WV). Support the state-level leadership for an annual advocacy day effort in each state
- Serve as liaison to NACAC’s Government Relations Committee
- Promote participation in NACAC’s Legislative Action Center
- Attend the NACAC Legislative Conference and represent PCACAC and its constituencies when meeting with legislators and aides
- Develop avenues for dialogue with local policy-making communities and with allied associations
- Establish a PCACAC communication network that can monitor, report and take action on state and federal legislation important to PCACAC and to secure a list of PCACAC members of Congress.
- Work with PCACAC’s leadership to formulate the Association’s view/position on legislative issues
- Inform and educate the membership on important legislative issues at the local, state and federal levels

Estimated Time Commitment for the Government Relations Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	3 days per year
NACAC Legislative Forum	2 days per year
Planning and preparation	6 days per year

## PCACAC Position Description – Inclusion, Access & Success Committee Chair/NACAC Delegate Three-Year Term

---

The responsibilities of the Inclusion, Access & Success Committee Chair include:

- Serve as voting member of the President’s Council
- Lead the Inclusion, Access & Success Committee in its charge to be a catalyst, heightening awareness and sensitivity to the issues of culture, race, human rights, religion, persons with disabilities, gender, age, sexual preference and other differences and infusing the following values in all PCACAC endeavors: respect, education and communication, access and equity, inclusiveness and engendering a sense of community
- Promote the integration of the committee mission into all aspects of the Association and serve as the advocate for “people issues”
  - Voice issues/concerns and bring new ideas to our organization.
  - Identify the needs of underrepresented students in the pursuit of educational goals. Educate PCACAC members and member institutions so they can properly address needs of underrepresented students.
  - Encourage multicultural activity and awareness among PCACAC membership.
  - Coordinate the following programs using a sub committee system: Marion Flagg Scholarship Program, Ann Powell Mentoring Program, Student Support Grant Program and other programs as identified by PCACAC
  - Develop appropriate session for the Annual Conference
  - Encourage involvement with PCACAC, through Committee work and program participation
  - Keep abreast of policies and programs at the national level and incorporate them as appropriate
  - Identify underrepresented populations within PCACAC, engage them in committee activities and develop and implement strategies to increase diverse representation in leadership
- Develop and promote programs that foster and ensure a supportive environment for students and professionals
- Promote awareness of changing demographics and the implications for the counseling community and the students it serves
- Serve as a liaison to the NACAC and other state and regional IAS Committees
- Assist the Association in developing recommendations that assist in the expansion of equal access to postsecondary educational opportunities
- Coordinate programs and workshops that foster an appreciation of diversity and an understanding of human relations issues
- Work with the IAS Committee in planning the annual events as deemed appropriate and relevant

Estimated Time Commitment for the Inclusion, Access and Success Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	3 days per year
Planning and preparation	5 days per year

## PCACAC Position Description – Membership Committee Chair Three-Year Term

---

The responsibilities of the Membership Committee Chair include:

- Serve as a voting member of President’s Council
- Lead the Membership Committee in its charge to retain current members while increasing the overall membership through a variety of targeted activities
- Coordinate and implement membership drives
- Facilitate communication with member institutions and individuals concerning their membership status
- Maintain, in concert with the Executive Assistant, a current demographic membership data base
- Work effectively with the Executive Committee to promote the advantages of being a member
- Create, review, and revise membership applications and procedures.
- Proactively seek opportunities to promote the benefits of membership
- Serve as liaison to NACAC’s Membership Services and promote NACAC membership
- To be responsible for the promotion of association membership among prospective, new, and returning members.
- To devise plans for, and actively participate in, the recruitment of new members, especially within underrepresented populations.
- Coordinate sponsorship opportunities for prospective members who do not have the resources to join PCACAC.

Estimated Time Commitment for the Membership Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Committee meetings	4 days per year
Planning and preparation	5 days per year

## PCACAC Position Description – Past-President’s Committee Chair

---

The responsibilities of the Chair of the Past Presidents’ Committee shall include:

- Serve as voting member of the President’s Council
- Meet 3 to 4 times a year – either in person or electronically
- Steward of PCACAC Strategic Plan
  - Reviewed annually before the summer board retreat
  - Reviewed for updates and revisions every two years; suggestions presented at summer board retreat for discussion and approval
- Talent spotting to help develop new leadership for the organization
- Responsible for nomination, selection process, and recognition of the recipient at the PCACAC spring conference for the John A. “Jack” Blackburn Award for Ethics in College Admission – awarded in honor of the late John Blackburn, long-time Dean of Admission at the University of Virginia in recognition of his commitment to the highest ethical standards, the integrity of our profession, and his commitment to equity in access to higher education.
  - Review nomination form for posting on the PCACAC website in December
  - Process nominations and send to committee members for vote
  - Send committee’s recommendation to chair of PCACAC Nominating Committee for final approval
  - Notify recipient
  - Coordinate engraving of perpetual plaque and purchase of recipient award each year.
  - Coordinate invitation of Betty Blackburn, Jack’s wife, to attend the conference
  - Prepare verbiage for presentation of award at conference
- PCACAC Living History and 50<sup>th</sup> Anniversary Sub-committee
  - Preserve PCACAC’s history through recorded interviews, written remembrances, and memorabilia
  - Work with the Conference Planning Committee to coordinate special events surrounding the 50<sup>th</sup> PCACAC conference.
- PCACAC Document and Resource Retention and Preservation
  - Review documents annually; archive those that need to be retained; dispose of other material
    - Suggested timeline is summer months working with Executive Assistant
- Meet with all past presidents of PCACAC at spring conference breakfast each year

Estimated Time Commitment for the Past Presidents’ Committee Chair:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board/Retreat	2 days per year
Coordinating Blackburn Award	2 days per year
Review of Strategic Plan	2 days per year
Committee meetings	3 days per year

**PCACAC Position Description – Professional Development Committee Chair/NACAC Delegate  
Three-Year Term**

---

The responsibilities of the Professional Development Committee Chair include:

- Serve as a voting member of the President’s Council
- Lead the Professional Development Committee in its charge to determine and address the educational needs of those serving students and their families in transition to postsecondary education
- Provide training and professional education opportunities that are in concert with NACAC’s *Statement on Counselor Competencies*, and cultivating participation in professional development among all who serve students and families
- Evaluate and review professional education programs for content, quality, and appropriateness to those involved with the college counseling and admission process
- Develop and implement professional development opportunities, especially for those who may encounter difficulty in accessing such activities
- Coordinate with other standing committees to deliver professional development programs and services
- Explore new and innovative ways to deliver professional development products, programs, and services
- Nurture, encourage and train committee members to become leaders
- Identify, through programming, future leaders within the Association
- Coordinate the Conference Planning Committee, Summer Institute and the Professional Development Committee as they advance the Association’s mission
- Work with the committees in strategically planning and implementing programmatic efforts that address areas of professional development
- Assist in expanding professional growth among members of PCACAC as well as enhancing and promoting our profession outside of PCACAC
- Work closely to support and assist the Conference Planning Committee in implementation of their goals
- Provide support for all programs, analyze needs for future professional development, and collaborate with other PCACAC standing committees

Estimated Time Commitment for the Chair of Professional Development:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Conference Planning Committee meetings	4 days per year
Summer Institute	4 days per year
Professional Development Committee meetings	4 days per year
Workshops and Programs	4 days per year
Planning and preparation	8 days per year

## **PCACAC Position Description – PCACAC Executive Assistant and Meetings and Events Site Coordinator Renewable, One-Year Appointment**

---

The responsibilities of the Executive Assistant include:

- Serve as an ex-officio (non-voting) member of the Executive Committee and all PCACAC committees; attend select meetings to understand committee challenges and/or to present issues/priorities.
- Provide minutes in the absence of the Secretary
- Assist the Treasurer in the preparation of quarterly and year-end reports, and the reporting of the Association's finances
- Assist Executive Committee members with the goals and objectives of PCACAC
- Collect and distribute quarterly reports for all members of the Executive Committee
- Assist the President in planning the Executive Committee meetings and retreat
- Assist the Immediate Past President with the work associated with the Governance and Nominating Committee
- Maintain the PCACAC Executive Office and provide quality service to its members
- Monitor accounts receivables for the Association and invoice accounts as needed
- Receive and deposit all revenues for the Association
- Assist the Conference Planning Committee by coordinating efforts with sub-committees and sending communiqué to members and non-members regarding conference sessions and events
- Assist the College Fair/College Night Committee with communiqué to members
- Assist the Professional Development Committee with all workshops, special programs, and Summer Institute
- Assist all standing committees as necessary

Time commitment for the Executive Assistant averages 30 hours per week.

The responsibilities of the Meetings and Events Coordinator include:

- Serve as a non-voting member of the President's Council
- Determine meeting and conference site needs of the organization, including but not limited to the annual Conference, Summer Institute, Executive Board meetings in January and June
- Carefully assess location for future conference sites based on the needs and wishes of the organization
- As long as feasible and reasonable, use a Summer Institute site selection proposal system opening the proposal opportunity in mid-summer and closing in early fall. Choose the site in conjunction with the professional development committee and the Summer Institute Chair; negotiate best location and most support that would be available for the organization
- Design and develop a PCACAC Request for Proposal (RFP) based on PCACAC historical conference statistics including hotel expenditures, conference numbers and data needed to communicate PCACAC conference needs
- Target specific conference locations; float a "Request for Proposal" from potential hotels in those areas
- Negotiate conference hotel contracts that are in the best interest of the organization; renegotiate contract points as necessary
- Visit potential sites as needed, leaving the final decision about site location with PCACAC leadership
- The site chair does not sign contracts for the organization. Once the contract is signed, the committee Chair and the Executive Assistant carry out the contract

Estimated Time Commitment for the Meeting and Events Site Coordinator:

NACAC Conference	4 days per year
PCACAC Conference	4 days per year
PCACAC Full Board Retreat/Meeting	2 days per year
Site Visits/Coordination	10 days per year