



Open Positions 2012-13

President-Elect

- Must be a high school counselor or independent consultant and voting NACAC member

Responsibilities:

- Assumes presidency when needed (e.g. presides at any meeting of the Association in the absence of the president)
- Succeeds to presidency when vacancy occurs
- Serves as chair of annual Spring conference
- May chair a committee; may serve on a committee
- Serves as a delegate to the NACAC Assembly
- Assumes all other duties as required
- Is a voting member of the Executive Board
- Assist the president as requested

Treasurer-Elect

Responsibilities:

- Serves as a signer for organizational funds
- Issues invoices and manage accounts receivables
- Serves on the Finance Committee
- Takes minutes at Finance Committee Meetings
- Assumes the role of treasurer should the treasurer be unfit to serve

Assembly Delegate

- Must be a high school counselor or independent consultant and voting NACAC member

The Assembly delegate responsibilities include acting upon amendments to the NACAC Bylaws, carrying out special assignments delegated to the Assembly by the voting membership, and electing members of the NACAC Board of Directors. The Assembly reports to the NACAC membership after each annual meeting.

Delegates are expected to:

- Represent the interest of NACAC membership, the association and the profession
- Work under the direction of their chief delegate
- Become knowledgeable about NACAC's mission, governance structure, *Statement of Principles of Good Practice*, budget, bylaws, election processes, programs, and public policy initiatives
- Keep informed about current issues facing the association and the profession
- Receive, review, respond and convey information to their constituents in a timely manner, such as NACAC Board of Director reports, committee reports, budget, proposed motions and Assembly agenda topics
- Assist in the identification and cultivation of candidates for national leadership positions such as the Board of Directors and committees
- Frame issues originating from PNACAC members for Assembly consideration
- To prepare for national Assembly meetings by reading materials distributed by national and PNACAC leadership, participating in discussion about issues that will come before the Assembly,

making necessary travel arrangements, attending all sessions of the Assembly and representing the best interests of PNACAC in these meetings.

- Represent the best interests of PNACAC in Assembly meetings.
- Report Assembly actions to PNACAC.
- Call a meeting of PNACAC members present at the NACAC conference to discuss issues to be voted upon, if deemed necessary.
- Delegates may serve as chair or co-chair of one of the PNACAC standing committees as designated by the Executive Board.

Admissions Practices Chairperson

The Admission Practices Committee shall be responsible for monitoring the NACAC Statement of Principles of Good Practice as it applies to the PNACAC membership, and to recommend a course of action in cases of violation of these principles by member institutions. The AP Committee will also alert members of new practices and procedures in college admission.

Committee chairs are expected to:

- Attend all Executive Board meetings
- Develop an annual set of objectives they wish to accomplish for the year with input from committee members and the Executive Board
- Submit written articles for inclusion in the newsletter
- Follow-up immediately on all prospective committee members who may wish to join the committee and/or this association
- Report on committee activities at Executive Board meetings and at the Spring Conference annual meeting
- Submit a proposed budget for the upcoming year based on projected expenses
- Update their committee's responsibilities and calendar of activities by the annual meeting
- To represent the best interest of PNACAC members at Executive Board meetings

Volunteers for Committee Service

Professional Development Committee

The Professional Development Committee shall be responsible for developing policy recommendations and programs that will assist members in their professional growth and development. Such programs include but are not limited to the annual Summer Institute and Summer College Tour.

The purpose of the Professional Development Committee is to create and deliver meaningful learning activities for PNACAC members. The committee should strive to implement professional development programs in a variety of locations so members in all may have access to these activities. Such programming should address the needs and interests of both high school counselors and college admissions professionals. Programming should provide a range of knowledge – from practical basic knowledge for a new counselor to advanced knowledge for someone to advance in the profession.

Information and Technology Committee

The Information and Technology Committee shall be responsible for PNACAC website management, maintaining the PNACAC e-list and assisting other chairs in posting and promoting individual committee matters of interest to the PNACAC membership

Admission Practices Committee

The Admission Practices Committee strives to help PNACAC member institutions understand and comply with NACAC's Statement of Principles of Good Practice. The Admission Practices committee annually reviews the SPGP guidelines and guides members regarding ethical practices. The

responsibilities of the Admissions Practices Committee include educating the PNACAC membership regarding the SPGP and developing and reviewing guidelines of conduct around SPGP violations.

Awards & Recognition Programs

Members of the Awards and Recognition Committee solicit nominations from the membership for the Distinguished Service to Youth Award, Exemplary Service Award, Newcomer Award, and Program of Excellence Award. The committee chooses recipients from the nominees and presents those selections to the Executive Board and the general membership. This committee may also suggest and recommend other means of recognition for outstanding service or contributions to PNACAC and NACAC.

Diversity, Equity & Access Committee

The Diversity, Equity & Access Committee shall be responsible for developing policy recommendations and implementing programs to assist those who for some reason of poverty or other experiences, have been denied access to postsecondary educational opportunities. The DEA shall provide support and resources to underserved members and students in the PNACAC region.

Duties of the Diversity, Equity & Access Committee vary and include programming, support, and education of members in multicultural awareness, diversity and equity issues.

Government Relations

The Government Relations Committee shall ideally be comprised of one PNACAC member from each state in the region, each acting as a liaison between PNACAC members and the committee chair. The committee shall be responsible to effectively represent the best interests of PNACAC members to NACAC as well as to local, regional and national legislators.

PNACAC's government relations effort is threefold: monitoring federal and state legislation that affects admission and counseling professionals and the students they serve; coordinating with NACAC in providing analysis and guidance to PNACAC members on such legislation; and facilitating communication between PNACAC members and government officials at the federal and state levels.

Regional College Fairs

The Regional College Fair Committee shall consist of representatives of each regional fair offered by PNACAC, and will coordinate efforts of the fairs to equitably and successfully provide area students with access to the highest-quality fairs possible.

PNACAC sponsors a series of College Fairs in our region. The College Fair Committee develops and distributes a calendar of PNACAC approved college fairs held across our region throughout the year. With substantial assistance from local volunteers, these programs bring together students, parents, secondary school counselors, representatives of colleges and universities, and other postsecondary institutions. This activity aids the student in his/her educational transition from high school to a post-secondary program of study. Workshops on the admission and financial aid process, the college selection process, test taking tips, as well as other appropriate workshop sessions are often conducted as part of these programs.

Inter-Association

The Inter-Association Committee shall promote the value of PNACAC membership to corollary college counseling organizations that share a common vision and endorse and adhere to the NACAC Statement of Principles and Good Practice.

Duties of the Inter-Association Committee include but are not limited to the promotion of PNACAC as a resource to compliment membership in other counseling/admissions focused associations through partnership and promotional opportunities articulating a common agenda.