



Pacific Northwest Association for College Admissions Counseling  
 Conference and Events Coordinator Ex Officio Position Description

The primary purpose of the **Conference and Events Coordinator Ex Officio** is to serve as a key planner for major board member events and the annual conference. The position’s ultimate goals are to:

1. assist the president-elect, president, and past president with event planning details and miscellaneous logistics;
2. aid in the promotion, selection and vetting process of potential sites that may serve as hosts for events and programs;
3. help identify venues that may be able to offer in-kind spaces or services and reduce overall costs and expenses for PNACAC;
4. manage and organize programmatic and budgetary records for historical reference;
5. serve on the planning committee for the annual conference;

The key programs the Conference and Events Coordinator Ex Officio will assist with and are expected to attend include:

- Annual PNACAC Conference (historically May of each year) and two planning committee meetings (historically Summer and Winter of each year)
- Board Retreat, Summer (historically late July / early August of each year)
- Board Meeting, NACAC Conference (historically September of each year)
- Board Meeting, Winter (historically late November / early December of each year)
- Board Meeting, Spring (historically late February / early March of each year)
- Board Meeting, PNACAC Conference (historically May of each year)

**Requirements**

- PNACAC Member
- Previous experience planning major events of various sizes and duration
- Budgeting experience
- Strong organization and communication skills
- Preferred: Previous knowledge and historical experience within the PNACAC region and working with member institutions

**PNACAC Will Provide Coverage For**

- Annual PNACAC Conference Registration
- Travel and Lodging Expenses to/from PNACAC Conference per PPM
- Travel Expenses to/from Executive Board Retreats and Meetings per PPM
- Travel Expenses to/from NACAC Conference for Executive Board Meeting per PPM
- Travel Expenses for Conference Planning Meetings per PPM
- Early travel to events may be permitted to events for set up and will be determined on a event by event basis

**Responsibilities**

President-Elect Conference Responsibilities	Conference and Events Coordinator Ex Officio Conference Responsibilities
Conference Schedule / Overall Structure	Assists House with Logistics
Chairs Meetings	Plans Meeting Logistics, Takes Minutes

Major Date Selections (ie, meeting dates)	Committee Meeting Planning, Logistics and Communications
Conference Committee Selection / Management	Progress Reports / Check Ins
Budgetary Oversight / Fiscal Management	Receipt / Reimbursement / Budgetary Follow Ups/Budgetary comparisons i.e. profit/loss status from previous conferences
Contract Review and Signature	Solicits Contracts
Conference Planning Timeline	Conference Timeline Follow Ups with Committee
Confidential Record Management, Support for Electronic Filing	File / Google Drive Organization and Management
Overall Conference Oversight	Assists On-Site Chair and House Chair

The Conference and Events Coordinator Exofficio is appointed annually by the President and approved by the members of the Executive Board. An ideal candidate for this role is intended to serve multiple years. As this is an inaugural position, the presidential trifecta will annually review the position in consultation with the board and determine to a) continue the position as it exists as an appointed ex officio; b) make adjustments to the role and its responsibilities; c) evolve the role into a board member position and go through the formal process to do so; or d) recommend to the board to fund the role as paid position and, if approved, conduct an open-competitive search advertised at minimum to the membership.