

This position is a three-year term. All members welcome to apply.

College Fairs Committee Chair

This chairperson is elected by the PNACAC membership to a three-year term at the annual spring meeting. The College Fair Committee is comprised of the chair or co-chairs and on-site coordinators for the various regional fairs.

Duties of the Regional Fair chair shall be to:

- Assist in development of the annual college fair calendar in a timely fashion to provide participating colleges with a planning tool for the Fall and Spring travel seasons. This includes making scheduling recommendations to college fair coordinators in an attempt to increase the efficiency in which colleges, universities and other institutions can participate in these programs.
 - Current fall fair locations are Eugene, OR; Medford, OR; Roseburg, OR; Redmond/Bend, OR.
 - Current spring fair locations are Seattle, WA, Portland, OR and Boise, ID
- Assist in development of registration and advertising mailings to colleges and regional high schools as appropriate.
- Oversee the college fair registration process in conjunction with the Executive Assistant.
- Oversee and approve the proposed individual college fair budgets prior to submission to the Finance Committee.
- Develop new PNACAC college fair sites, when necessary.
- Develop college fair guidelines; seek approval of those guidelines from the PNACAC Executive Board and articulate approved guidelines to both college fair coordinators and participants.
- Enforce the PNACAC college fair guidelines at the college fairs and handle alleged infractions of college fair rules on site if appropriate.
- Work with Admission Practices committee to notify appropriate parties of college fair infractions with the intent to eliminate future infractions if necessary.
- Oversee the PNACAC college fairs and evaluations on site or online post-fair. Provide feedback to college fair coordinators in an attempt to enhance the effectiveness of college fairs both for students and participants.
- Act as a liaison between the college fair coordinators and the Executive Board.
- Monitor committee expenses in relation to the committee budget.
- Meet with the college fair coordinators annually to discuss policies, planning and best practices.
 - As a matter of policy, PNACAC does not financially sponsor student scholarship activities through the college fairs.