



The Pennsylvania Association for
College Admission Counseling

Responsibilities of Leadership

PACAC President's Council and Executive Committee

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

Membership of the President's Council includes:

- President
- President-Elect
- Immediate Past President
- Treasurer
- Chair of the Finance and Budget Committee
- Director for Public Advocacy
- Director for Professional Development
- Director for Marketing and Communications
- PACAC Executive Assistant/Director (non-voting)

Membership of the Executive Committee includes:

- The President's Council
- Three At-Large Delegates to the Executive Committee
- All Standing Committee Chairpersons
- PACAC Executive Assistant/Director (non-voting)

Non-voting, advisory members of the Executive Committee:

- Treasurer-Elect
- Conference Planning Committee Chair-Elect
- Ad Hoc Committee Chair (if applicable)

All President's Council and Executive Committee members must be individual voting members or their institution's principal voting member of PACAC 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 President's Council and Executive Committee 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 PACAC, rather than in their own personal interest or the interest of another entity or person.

By assuming office, all members of the President's Council and Executive Committee acknowledge that with regard to any activity or opportunity, the best interest of PACAC must prevail over their individual interest. The President's Council and Executive Committee members shall not use their PACAC position for individual personal advantage. Before President's Council or Executive Committee members engage in a transaction which they should know may be of interest to PACAC, they 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 participating in a transaction would possibly fall within, or compete with, PACAC's present or future activities. The Member must affirmatively present the opportunity to the Executive Committee before participating in the transaction outside PACAC.

Specific Responsibilities

Each member of the PACAC President's Council and Executive Committee has these specific responsibilities:

- To participate fully in all meetings of the Executive Committee. There are normally two Executive Committee meetings each year, plus those called by the President as 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.
- Members of the President's Council, which is comprised of the Officers (President, President Elect, Immediate Past-President, Treasurer and Chair of Finance and Budget) along with the Director of Public Advocacy, the Director of Professional Development, the Director of Marketing and Communications, and the Executive Assistant/Director, meet twice a year in addition to attending the two Executive Committee Meetings.
- To serve as a voting member of the President's Council or Executive Committee (unless you hold a non-voting position as indicated in the descriptions) and as a voting member of PACAC
- To be a voting member of NACAC (with the exception of the Executive Assistant/Director)
- To become familiar with and uphold the *Bylaws of PACAC*
- To be aware of and review all leadership documents and guidelines in the Leadership Portal on the PACAC website
- To provide quarterly written progress reports as requested by the President and Executive Assistant/Director in advance of the Executive Committee meetings and the President's Council meetings, regardless of attendance at said meetings
- To prepare, if appropriate, well-documented budget proposals for submission to the PACAC Finance and Budget Committee for consideration in the Association's overall operating budget development
- To maintain an accurate accounting of expenditures, including receipts, for all PACAC programs and initiatives within their purview
- To ensure that all work on behalf of the Association promotes the goals identified in PACAC's Strategic Plan
- To compose any email messages to be sent to the PACAC membership that relates to your committee or programming
- To monitor assigned PACAC email account on a regular basis (if applicable)
- To encourage a culture of giving among PACAC members, led by the Executive Board

The responsibilities of the President-Elect include:

- Attend all Executive Committee meetings and, in the absence of the President, preside at any official PACAC 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 PACAC committees except Governance & Nominating; attend select meetings to understand committee challenges, present issues, or priorities
- Serve as a member and advisor to the Conference Planning Committee
- Serve as a member of the Finance & Budget Committee
- Represent PACAC at the NACAC Leadership, Engagement, and Development program (LEAD), Affiliate Presidents Council Meetings, and other NACAC related events when appropriate
- Assist the President with the goals and objectives of PACAC
- 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, PACAC representation and involvement in other allied Associations
- Participate, as requested, in other state and regional conferences
- Serve the next term as President, the following year as Immediate Past President and Chair of the Governance and Nominating Committee
- Participate in the annual PACAC College Access Forum
- Coordinate training for new Executive Committee members at the annual PACAC conference
- Monitor the Association’s data collection in the Google Suite. Remind committee chairs to input data from their committee’s events and activities. Data should include membership information, event attendance, and other relevant information.
- Chair the Counselor Assistance Program (CAP) Grant Committee (see committee description p. 32)
- Assist the President in insuring the Executive Committee’s work is directed towards achieving the goals set forth in PACAC’s Strategic Plan
- Appoint Executive Committee members to fill open slots during the upcoming presidential year
- Executive Committee responsibilities as laid out on page five

Estimated Time Commitment for President-Elect:

Presidents Council / Executive Committee Member	7 days per year
NACAC Conference	5 days per year
PACAC Conference	3 days per year
Conference Planning Committee Meetings	4 days per year
PACAC College Access Forum	1 day per year
NACAC LEAD, Affiliate Presidents Council Meetings	8 days per year
Planning and preparation	14 days per year

The responsibilities of the President include:

- Serve as chairperson and a voting member of the Executive Committee
- Present Executive Committee goals for the year
- Call and preside at the annual conference, any general membership meetings, Executive Committee and President’s Council meetings, and other PACAC 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 PACAC
- Prepare the agenda for Executive Committee, President’s Council, and general membership meetings with the Executive Assistant/Director
- Represent PACAC at the NACAC Leadership, Engagement, and Development program (LEAD) and NACAC Affiliate Presidents Council Meetings
- Participate in the annual PACAC College Access Forum
- Appoint divisional directors for Public Advocacy, Marketing and Communications, and Professional Development and standing committee chairpersons as vacancies arise
- Appoint any committee deemed advisable to further the goals of the Association subject to approval of the Executive Committee
- Serve as Ex-officio member of all PACAC committees; attend select meetings to understand committee challenges, present issues or priorities
- To encourage a culture of giving, encourage an annual lead gift by PACAC leadership.
- Serve as a member of the Finance & Budget Committee and Counselor Assistance Program (CAP) Grant Committee
- Share with the Treasurer and Chairperson of the Finance & Budget Committee 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
- Work with the two most immediate Past Presidents, and At-Large PACAC Delegates to the Executive Committee, on the Governance & Nominating Committee
- Notify the Membership of any Bylaw amendments made by the Officers and At-Large Delegates due to imminent threats (see Amendments section of Bylaws) within two weeks of adoption. Schedule agenda item for next immediate General Membership meeting to allow for dialogue on said change
- Guide the work of the Executive Committee on the Strategic Plan
- Work with the Presidential Stream and Executive Assistant/Director to complete the GAIN Application
- 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 Governance & Nominating Committee
- Executive Committee duties as laid out on page 5

Estimated Time Commitment for President:

Executive Committee Member	7 days per year
NACAC Conference	5 days per year
PACAC Conference	3 days per year
NACAC LEAD, Affiliate Presidents Council Meetings	8 days per year
Governance & Nominating Committee Meetings	1 day per year
Other Association committee meetings	9 days per year
Past Presidents’ Advisory Council Meetings	2 days per year
PACAC College Access Forum	1 day per year
Planning and preparation	14 days per year

The responsibilities of the Immediate Past President include:

- Support, assist, and act as general counsel to the President
- Serve as primary liaison between NACAC and PACAC
- Chair the PACAC Governance & Nominating Committee, which consists of the two most immediate Past Presidents, the President, the President-Elect, and the PACAC At-Large Delegates to the Executive Committee; select candidates for office and award recipients
- Represent PACAC at the NACAC Leadership, Engagement, and Development program (LEAD) / Affiliate Presidents Council Meetings
- Serve as chair of the Past Presidents' Advisory Council which consists of the Presidential Stream and all former Past Presidents, both active and retired
- Serve as a member of the Finance & Budget Committee both during term as immediate past president and in following year
- Serve on the Counselor Assistance Program (CAP) Grant Committee
- Work with the Executive Assistant/Director to complete the end-of-year GAIN Report for the previous year
- Assist in the development and implementation of professional development opportunities for the general membership and Executive Committee
- Ensure, in cooperation with the President and President-Elect, PACAC representation and involvement in other allied Associations
- Certify that all members of the Executive Committee are voting members of PACAC and members of NACAC
- Assist the President in insuring the Executive Committee's work is directed towards achieving the goals set forth in PACAC's Strategic Plan
- Executive Committee duties as laid out on page 5

Estimated Time Commitment for Past President:

Executive Committee Member	7 days per year
NACAC Conference	5 days per year
PACAC Conference	3 days per year
NACAC LEAD, Affiliate Presidents Council Meetings	8 days per year
Governance & Nominating Committee Meetings	2 days per year
Planning and preparation	5 days per year
Past Presidents' Advisory Council Meetings	2 days per year