



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 Finance and Budget Committee Chair include:

- Lead the Finance and Budget Committee in its meetings and charge
- Develop the Association's annual budget proposal based on requests received from officers, directors, and committee chairs
- Assist the Treasurer in monitoring the approved budget throughout the fiscal year
- 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 PACAC 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
- Serve as "Director" to the College Fair Chair
- Serve on the Counselor Assistance Program (CAP) Grant Committee
- Monitor the Association's insurance needs and coverage and request Certificates of Insurance as necessary.
- Oversee PACAC's insurance policy and facilitate the periodic review of coverage
- Oversee the preparation of PACAC's tax forms and audit materials
- Secure mandatory bonding for all officers and the Association's Executive Assistant/Director
- Serve as liaison to the Association's financial advisor and arrange transfer of moneys for endowment fund and CAP grants
- Act as second signatory on checks \$3000 and over
- Coordinate College Fairs Committee
- Work with the Treasurer to conduct annual Credit Card Training for all new officers
- Executive Committee duties as laid out on page 5

Estimated Time Commitment for Chair, Finance and Budget:

Executive Committee Member	7 days per year
NACAC Conference	4 days per year
PACAC Conference	3 days per year
Finance and Budget Committee Meetings	4 days per year
College Fairs Committee Meetings	2 days per year
Planning and preparation	16 days per year

The responsibilities of the PACAC Treasurer include:

- Manage bill payment for PACAC and maintain oversight of the Association's budget and spending
- Share with the President and Chair of the Finance and Budget Committee all financial responsibilities of the Association
- Manage all fiscal accounts and investment portfolios including the transferring of funds when necessary
- 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
- Serve as a member of the PACAC Finance and Budget Committee
- Serve on the Counselor Assistance Program (CAP) Grant Committee
- Maintain and annually update the Treasurer's Training Manual
- Progress to the position of Chair of the Finance and Budget Committee for a subsequent one-year term
- Primary signatory for PACAC checking account
- Approves Account Payable Voucher (APV) and Credit Card Receipt Vouchers
- Responsible for oversight of 'pacacpay' email account
- Approve payroll for Executive Assistant/Director
- Work with bookkeeper to ensure income/expenses are attributed to appropriate budget line items
- Train the Treasurer-Elect
- Work with the Finance & Budget Chair to conduct annual Credit Card Training for all new officers
- Executive Committee duties as laid out on page 5

Estimated Time Commitment for Treasurer:

Executive Committee Member	7 days per year
NACAC Conference	4 days per year
PACAC Conference	3 days per year
Finance and Budget Committee Meetings	4 days per year
Planning and preparation	16 days per year

The responsibilities of the PACAC Treasurer-Elect include:

- Work with the Chair of Finance and Budget on preparing the PACAC budget
- Work with the Executive Assistant/Director in preparing Operating Expenses and NACAC budgets
- Review, with the treasurer, the monthly budget reports and investment statements
- Present the treasurer report in the absence of the treasurer
- Serve on the Counselor Assistance Program (CAP) Grant Committee and help document funding
- Serve on the Scholarship Review Committee
- Monitor sponsorships and advertising opportunities in conjunction with the Conference Planning Chair as well as other possibilities for the Association outside of the Annual Conference
- Partner with committee chairs or their delegates to maintain and update advertising and sponsorship prospectus documents
- Progress to the position of Treasurer for one year, followed by the position of Chair of Finance and Budget for one year
- Special projects as assigned by Finance & Budget Chair
- Executive Committee duties as laid out on page 5

Estimated Time Commitment for Treasurer-Elect:

Executive Committee Member	5 days per year
PACAC Conference	3 days per year
Finance and Budget Committee Meetings	4 days per year
Planning and preparation	8-12 days per year