



Pennsylvania Association for College Admission Counseling

PACAC Special Interest Group Guidelines

PACAC Special Interest Groups (SIGs) Overview

PACAC Special Interest Groups (SIGs) provide members with an opportunity to connect with colleagues who share similar professional interests. SIGs create smaller communities within PACAC where members can exchange ideas, explore emerging topics, and share best practices related to college admission and school counseling.

SIGs are designed to encourage collaboration, networking, and professional growth across the PACAC membership. These groups may focus on specific populations of students, personal identities, professional roles, institutional types, emerging issues, or innovative practices within the field. SIGs are meant to be flexible, creative spaces where members can engage in thoughtful discussion and collaborative learning.

Through discussion, resource sharing, and collaborative initiatives, SIG members contribute to the broader PACAC community by helping surface new ideas and strengthen the profession.

Goals of PACAC SIGs

PACAC SIGs are intended to:

- Foster meaningful professional connections among PACAC members
- Encourage the sharing of best practices and innovative ideas
- Provide opportunities for professional development and leadership
- Support collaboration across institutions and professional roles
- Contribute ideas, content, and programming to PACAC events and initiatives
- Strengthen the overall PACAC professional community

SIG Leadership Structure

SIG leadership positions provide an opportunity for PACAC members to develop leadership experience within the association.

Each PACAC SIG should have at least two (2) co-leaders. Upon creation of the SIG, 1 co-leader will agree to serve a 2-year term with the other serving a 1-year term or 3-year term. Ultimately, we will have a rotation of SIG leadership with 1 current co-leader and 1 new co-leader yearly.

SIG leaders are responsible for guiding the activities and engagement of their group.

Responsibilities of SIG Leaders include:

- Facilitating discussions and networking opportunities among members
- Organizing occasional meetings or idea-sharing sessions (virtual or in-person)
- Communicating with SIG Coordinator, IAS Chair and Membership Chair regarding SIG activities
- Encouraging member participation and collaboration
- Sharing ideas or initiatives that may benefit the broader PACAC membership.
- Maintenance of the specific SIG folder including member lists, activity documents, monthly reports, etc.

SIG Leaders must:

- Maintain an active PACAC membership
- Participate in monthly surveys and quarterly meetings with SIG coordinator.
- Maintain an accurate list of SIG members.
- Track attendance of SIG members.
- If a SIG leader needs to step down from their position, succession planning will need to include the SIG Coordinator, IAS and Membership Chairs to determine the best path forward to selecting the next SIG leader.

SIG Support

The SIG Coordinator will serve as the main point of contact for SIG Leaders and can be reached at sigs@pacac.org. Inquiries sent to the SIG email address will receive a response from the SIG coordinator within three (3) business days. The SIG Coordinator is charged with nurturing SIG engagement, assisting SIG leaders with questions regarding guidelines and best practices, and reviewing and approving new SIG applications. In the unlikely event of a situation that requires the termination of a SIG or removal of a SIG leader, the SIG Coordinator, IAS Chair and Membership Chair will also manage this process.

Other support initiatives include:

- **SIG Mission Statements:** SIGs will be asked to maintain a mission statement outlining the goals and intentions of the SIG. This will be posted on the PACAC SIGs website to promote broadly across the association.
- **SIG Activity Monitoring:** SIG Coordinator will distribute monthly check-in surveys for SIG leaders to share updates on activities, conversations, ideas generated and meetings. Additionally, quarterly meetings will be held to bring all SIG leaders

together for reporting of SIG activities and sharing concerns of overall SIG engagement.

- **SIG Leader Training:** An annual training will be hosted during conference. Virtual accommodations will be made for those unable to attend conference in-person. Training will cover engaging with SIG, monitoring SIG activities and highlighting continuous opportunities for enhancing engagement.
- **Website Updates:** Updates to the SIG webpage will be made through the SIG Coordinator. Each SIG can share upcoming meetings and events, paths to involvement, and contact information for SIG leaders.

SIG Member Participation

Participation in PACAC SIGs is open to all PACAC members interested in the topic area of the group.

Members are encouraged to actively participate in discussions, share ideas and resources, and contribute to the growth of the SIG. Members are required to follow all community guidelines to maintain membership in the SIG.

Standardized membership form language will be drafted by the SIG Coordinator, Membership and IAS Chairs to be used for SIG interest forms.

SIG Activities

SIG activities may vary depending on the interests of the group, but may include:

- Virtual discussions or networking sessions
- Informal idea exchanges among members
- Resource sharing and professional collaboration
- Development of conference sessions or webinars
- Exploration of emerging issues within the profession
- Collaborative projects or publications

SIGs are encouraged to contribute ideas and programming that support PACAC's mission of advancing the work of college admission and school counseling professionals.

Forming a New PACAC SIG

Members interested in forming a new SIG should submit a brief proposal including:

- Proposed SIG name
- Short mission or purpose statement
- Identification of at least one SIG leader (co-leader recommended)

- Brief description of the group's focus
- Indication of interest from PACAC members (recommended minimum of 10)

The SIG Leadership team (and Presidential Stream) will review proposals and determine whether the proposed SIG aligns with PACAC's mission and member interests.

Annual SIG Check-In

To support continued engagement and development, SIG leaders will provide a brief annual update that includes:

- Summary of SIG activities during the year
- Member engagement or participation
- Ideas or goals for the upcoming year