



POLICIES AND PROCEDURES MANUAL

Table of Contents

Mission and Vision Statement – 2/5/07	2
Governance and Nominations – 4/13/07	3
Membership – 1/28/07.....	9
Financial Policies – 2/4/07, revised 4/13/07.....	11
Travel	
Reimbursement	
Admission Practices – 1/19/07, revised 10/7/10.....	15
Government Relations – 4/13/07.....	16
Professional Development – 1/29/07.....	18
Information and Technology (3/4/09).....	19
Inter-Association (3/4/09).....	19
Annual Conference – 2/1/07, revised 4/12/07.....	21
PNACAC Regional College Fairs – 2/7/07, revised 3/20/10.....	26
NACAC National College Fairs – 2/7/07.....	28
PNACAC College Fair Guidelines – 7/6/07, revised 3/20/10.....	30
PNACAC E-list – 4/4/07.....	32
PNACAC Web Site.....	34
Newsletter – 4/17/07, revised 3/20/10.....	35
Awards – 1/4/07, revised 3/20/10.....	36
Diversity, Equity and Access – 1/7/07	38
NACAC Grants – 1/1/07.....	39
History.....	40

Mission Statement

2-5-07

The PNACAC Executive Board adopted the following mission statement on February 5, 2007:

The Pacific Northwest Association for College Admission Counseling (PNACAC) promotes ethical standards and provides resources for its members to guide and empower students as they prepare for college admission.

Vision Statement

Pending

Governance

4/13/07

General Membership

Institutional representatives of voting member institutions each have one vote at the General Membership Meeting called annually at the Spring PNACAC Conference. Members vote on a Single Slate of Candidates, specified bylaws amendments, and have the opportunity to voice their opinions on issues affecting the association and the profession.

Assembly Delegates

Assembly delegates are elected by PNACAC voting members. The number of elected delegates is based on proportional representation according to the number of NACAC voting members from the Pacific Northwest region. NACAC Assembly delegates are elected for three-year terms. The president and president-elect also serve as an Assembly delegate.

Formula for Determining the Number of Delegates

The number of delegates representing each affiliate is determined by a formula in the bylaws based on the number of NACAC voting members. NACAC notifies each affiliate of its delegate count in the May 31st NACAC membership report. That number remains constant until June 1 of the following year. The formula described in the national Bylaws is as follows: Voting NACAC Members + President = Delegates.

$$20 - 99 = 2 + 1 = 3 \text{ total}$$

$$100 - 149 = 4 + 1 = 5 \text{ total}$$

After the affiliate grows to 100 NACAC voting members, one more delegate is added for each group of 50 voting NACAC members

$$150 - 199 = 5 + 1 = 6 \text{ total}$$

$$200 - 249 = 6 + 1 = 7 \text{ total}$$

There is no limit to the number of delegates a state or region can earn.

Delegate Conference Registration

NACAC supports the Assembly participation for each elected Assembly delegate with complimentary national conference registration. Delegates may also receive some financial support for their conference participation from their affiliates.

Assembly Delegate Responsibilities

The Assembly delegate responsibilities include acting upon amendments to the NACAC Bylaws, carrying out special assignments delegated to the Assembly by the voting membership, and

electing members of the NACAC Board of Directors. The Assembly reports to the NACAC membership after each annual meeting.

Delegates must:

- Be elected by the NACAC members in PNACAC
- Be active members in good standing in NACAC and PNACAC

Delegates are expected to:

- Represent the interest of NACAC membership, the association and the profession
- Work under the direction of their chief delegate
- Become knowledgeable about NACAC's mission, governance structure, *Statement of Principles of Good Practice*, budget, bylaws, election processes, programs, and public policy initiatives
- Keep informed about current issues facing the association and the profession
- Receive, review, respond and convey information to their constituents in a timely manner, such as NACAC Board of Director reports, committee reports, budget, proposed motions and Assembly agenda topics
- Assist in the identification and cultivation of candidates for national leadership positions such as the Board of Directors and committees
- Frame issues originating from PNACAC members for Assembly consideration

NACAC provides an electronic communication list for all NACAC delegates to exchange information about relevant Assembly issues and business. In addition, several months before the Assembly, an Assembly Information Web page is created on the NACAC Web site to provide delegates with information they will need to prepare for the upcoming Assembly meeting. Delegates should utilize both of these tools.

Assembly delegates are encouraged to suggest agenda items and propose motions in advance of the Assembly by using the forms provided on the web page.

Assembly meetings are held annually at the National Conference. Assembly Delegates are encouraged to propose agenda items for consideration and approval by the Board of Directors. A form for proposing agenda items is provided on the Assembly page of the NACAC Web site. Delegates are also encouraged to propose motions in advance and to use the NACAC Leads List to “float” ideas motion proposals and obtain feedback.

Executive Board

The PNACAC Executive Board's primary purpose is to provide general direction and policies for PNACAC. The members of the Board include a president, president-elect and immediate past president, Assembly delegates, treasurer, secretary, members-at-large and the NACAC College Fair Chairs. The co-chair for the Spring Conference may serve as an ex officio member of board for the corresponding planning year.

Criteria for Eligibility for PNACAC Elected Board Positions

All active PNACAC members may be considered for an elected Executive Board position. Any member in good standing may self-nominate or nominate another PNACAC member for consideration by the Nominating Committee. Care shall be taken to balance representation among various segments of the membership.

Nominating Procedures for PNACAC Executive Board

The Nominating Committee is chaired by the immediate past president and develops and oversees the implementation of policies and procedures for the board election.

Traditionally, beginning in fall, election information is shared with all PNACAC members through the *PNACAC Newsletter*, the Web site and the PNACAC listserv. The Nominating Committee solicits recommendations and nominations for candidates from PNACAC members in good standing.

Recommended Procedures for Annual Election of Executive Board Positions

- The chair selects a Nominating Committee of at least five members which should include two recent, active past presidents. The committee's responsibility is to prepare a slate of candidates for the annual election.
- A call for nominations should be made using all methods normally used to communicate with members. This can include an announcement at membership meetings, the newsletter, email and the web site. A call for Nominations should go out to the membership in December. Nominations from the membership at large should be solicited with self nominations being welcome.
- The Nominating Committee should meet to make the final selection of candidates. Careful attention should be paid to representing the following factors: state, gender, secondary or college, private and public and underrepresented members.
- The selected candidates are contacted by the Chair or members of the nominating committee. It is the responsibility of the chair to assure the selected candidates are members of PNACAC and NACAC. If a candidate is not a member of NACAC s/he must agree to become a member if elected.
- The chair collects personal data from each candidate, including present and former jobs, professional affiliations, awards received, and other relevant experiences and a personal statement. Once the slate of candidates has been selected, the chair gives this information to the Newsletter Chair who will then include the slate of candidates in the newsletter.
- The method of voting for officers and members-at-large of the Executive Board shall be by majority vote of members present at the Spring conference annual meeting or of ballots cast by mail if no meeting is held.
- A report of the Nominating Committee must be completed by the Spring conference annual meeting.

Executive Board Positions

President

Responsibilities:

- Sets agenda and chairs all Executive Board and Membership meetings.
- Serves as ex-officio committee member (except nominating committee).
- Appoints association committee chairs and officers where specified.
- Serves as Chief Delegate to the NACAC Assembly.
- Provides link between the national and state and regional affiliates.
- Serves as the chief spokesperson for PNACAC.
- Assumes all other duties as required.
- Is a voting member of the Executive Board.

President-elect

Responsibilities:

- Assumes presidency when needed. Succeeds to presidency when vacancy occurs. Serves as chair of annual Spring conference. May chair a committee; may serve on a committee.
- Serves as a delegate to the NACAC Assembly.
- Assumes all other duties as required.
- Is a voting member of the Executive Board.

Past President (Immediate)

Responsibilities:

- Chairs nominating committee or other committees as needed.
- Serves as trainer of new affiliate Executive Board members and president.
- Serves as chief delegate for the NACAC Assembly.
- Assumes all other duties as assigned by the president.
- Is a voting member of the Executive Board.

Secretary

Responsibilities:

- Responsible for the records of the association.
- Sends out necessary notices.
- Records the minutes of all meetings of the membership or governing board and distributes those minutes to appropriate parties.
- Serves as historian to maintain and update PNACAC historical records.
- Coordinates technology issues and electronic communication, including the PNACAC web site.
- Assumes such other responsibilities as directed by the president.

Treasurer

Responsibilities:

- Responsible for the funds of the association.

- Pays all bills of the association and reconciles accounts.
- Makes an annual report to the association.
- Sets agenda for the Finance Committee and helps prepare and oversee the annual budget of the association with past-treasurer.
- Makes regular reports on the financial status of the association to the governing board and membership.
- Assumes such other responsibilities as directed by the president.

Treasurer-Elect

Responsibilities:

- Serve as a signer for organizational funds.
- Issue invoices and manage accounts receivables.
- Serve on the Finance Committee.
- Take minutes at Finance Committee Meetings.
- Assume the role of treasurer should the treasurer be unfit to serve.

Past-Treasurer

Responsibilities:

- Chair and coordinate the Finance Committee meetings.
- Prepare reports for the Internal Revenue Service, sustain articles of incorporation, and oversee all responsibilities entailing government compliance.
- Secure and monitor insurance for the organization and its officers.
- Consult with the president concerning appropriate duties in support of the organizational finances to be assigned to the organization's executive assistant.
- Ensure all documentation is updated annually, including Financial Policies Section of the Policies and Procedurals Manual.
- Assumes such other responsibilities as directed by the president.

Committees

PNACAC bylaws describe six standing committees. The president may appoint additional *ad hoc* committees. Each committee is guided by a committee chair who is elected by PNACAC voting members. Chairpersons serve on the Executive Board as "Members-at-large" for a three-year term. Any PNACAC member in good standing may volunteer to serve on a committee and can also be considered for a chair position.

Members serve on committees to lend their expertise and experience to the issues, programs and governance that keep the association current and strategic in the service of members, the profession, and students. Committees study, deliberate, discuss, meet, and recommend and implement programs, services, publications, and research to achieve the organization's goals.

Committee chairpersons make every effort to achieve balanced representation from college and secondary members, independent counselors, public and private institutions, states within our region, two and four-year colleges, gender, ethnicity and multicultural experience.

The current standing committees are described as follows:

Admission Practices Committee - The Admission Practices Committee shall be responsible for monitoring the NACAC Statement of Principles of Good Practices as it applies to the PNACAC membership. It recommends a course of action in cases of violation of these principles by member institutions. It alerts members of new practices and procedures in college admission and to formulate and recommend needed changes.

Awards and Recognition Committee – The Awards and Recognition Committee solicits nominations from the membership for the Distinguished Service to Youth Award, Exemplary Service Award, Newcomer Award, and Program of Excellence Award. The committee chooses recipients from the nominees and presents those selections to the Executive Board and the general membership. This committee may also suggest and recommend other means of recognition for outstanding service or contributions to PNACAC and NACAC.

Diversity, Equity & Access Committee - The Diversity, Equity & Access Committee is responsible for developing policy recommendations and implementing programs to assist those who for some reason of poverty or other experiences may face challenges in accessing postsecondary educational opportunities. The DEA shall also provide support and resources to underserved members of PNACAC.

Government Relations Committee - The Government Relations Committee shall ideally be comprised of one PNACAC member from each state in the region, each acting as a liaison between PNACAC members and the committee chair. The committee shall be responsible to effectively represent the best interests of PNACAC members to NACAC as well as to local, regional and national legislators.

Professional Development Committee - The Professional Development Committee shall be responsible for developing policy recommendations and programs that will assist members in their professional growth and development. Such programs include but are not limited to the annual Summer Institute and Summer College Tour.

Regional College Fair Committee - The Regional College Fair Committee shall consist of representatives of each regional fair offered by PNACAC, and will coordinate efforts of the fairs to equitably and successfully provide area students with access to the highest-quality fairs possible.

Information and Technology Committee - The Information and Technology Committee shall be responsible for PNACAC website management, maintaining the PNACAC e-list and assisting

other chairs in posting and promoting individual committee matters of interest to the PNACAC membership.

Inter-Association Committee - The Inter-Association Committee shall promote the value of PNACAC membership to corollary college counseling organizations that share a common vision and endorse and adhere to the SPGP of NACAC.

Committee Chairperson Responsibilities

Committee chairs are expected to:

- attend all Executive Board meetings.
- develop an annual set of objectives they wish to accomplish for the year with input from committee members and the Executive Board.
- submit written articles for inclusion in the newsletter.
- follow-up immediately on all prospective committee members who may wish to join the committee and/or this association.
- report on committee activities at Executive Board meetings and at the Spring Conference annual meeting.
- submit a proposed budget for the upcoming year based on projected expenses.
- update their committee's responsibilities and calendar of activities by the annual meeting.

Membership

1-28-07, revised 7-25-10

Membership Chair

The responsibilities of the Membership Chair are to:

- Maintain accurate membership records
- Report membership data and issues to the Board and PNACAC
- Encourage former and/or lapsed members to rejoin PNACAC
- Attend and be an active participant in the Board meetings
- Submit recommendations to the Board regarding membership policies, promotions, and procedures
- Chair the Membership Committee
- Be involved in the design and distribution of membership brochures
- Contribute membership information to the webmaster
- Write articles pertaining to membership for the PNACAC newsletter
- Respond to those with questions about membership in PNACAC
- Submit an annual proposed budget to the Treasurer
- Provide official membership lists to approved individuals
- Assume other responsibilities as directed by the President
- Review membership applications to ensure that applicants meet membership requirements (i.e. Only colleges that are non-profit may be members.)
- Present petitions for membership by prospective members who may not be clearly qualified to the Executive Board for review.
- Will provide hard copies of membership certificates upon request.
- Work with other members of the Executive Board to institute and maintain professional development activities that will address members' needs

Membership Committee

The goals of the Membership Committee are to:

- Promote and increase membership in PNACAC
- Advise the Membership Chair regarding membership issues

Membership

The Responsibilities of members shall include:

- An agreement to abide by the Statement of Principles of Good Practice (SPGP) as defined by the National Association for College Admissions Counseling. All members are accountable for compliance with the SPGP.

Membership Types

- Voting membership, which may be extended to:
 - Any not-for profit accredited secondary school, college or university in the Pacific Northwest

- Regional admission representatives based in offices in the Pacific Northwest who are employed by not-for-profit, regionally accredited colleges or universities outside the region
- Other recognized organizations and individuals in the Pacific Northwest whose purpose is to help students plan and prepare for postsecondary education and admission
- Non-voting membership in the Association shall be open, upon payment of dues, to any individual, institution, or organization whose interests are, in the opinion of the officers and of the Executive Board, in accordance with the aims and purposes of the Association. These shall be known as Associate Members.
- Students who are seeking careers in counseling, admissions or financial aid services through enrollment in related post-baccalaureate or graduate programs will be extended membership provided they supply the signature of their advisors with their membership request.
- Retired members of the profession who wish to stay active in the affairs of the Association and who meet the criteria established by the Executive Board may join the Association as retired members who may vote in matters of the Association.
- Honorary members may be elected at any meeting of the Association. Such members shall have all the privileges of regular members except the right to vote.

Membership dues include all members of a department or school working at the same address.

Dues, effective 9/05, are:

- | | |
|---|-------|
| • College in PNACAC area (AK, ID, MT, OR, WA) | \$100 |
| • College outside of PNACAC area | \$100 |
| • High School | \$50 |
| • Independent College Counselor | \$50 |
| • Service Organization | \$100 |
| • Full-time graduate student | \$10 |
| • Retired member of PNACAC | \$ 0 |

Membership Year:

- The membership year runs from June 1 – May 31.

Membership Applications:

- As of 7/22/10, membership applications are available online through MemberClicks. MemberClicks maintains an online membership database that members can access, a way to export data to an Excel spreadsheet, search options, and technological assistance for the Membership Chair. There are two payment options, credit card and purchase order, through MemberClicks which are handled by the Treasurer.

Financial Policies

2-4-07, revised 4-13-07

Travel - General

PNACAC, a not for profit organization, is committed to fiscal responsibility and expects that all reimbursable expenses be reasonable and necessary, be supported with appropriate documentation and receipts, and comply with the following guidelines. PNACAC requests that reimbursement requests be submitted to the treasurer within 30 days of the last day of the travel and/or expense activity. The reimbursement form can be downloaded from the Executive Board webpage at www.pnacac.org.

The following list provides guidelines for reimbursable expense items incurred while traveling for PNACAC. Please note that not all of these items are reimbursable for all programs.

1. Transportation

- a) Air Transportation: Travelers are responsible for making their own reservations as soon as possible in advance of the date of PNACAC-approved travel. When making travel arrangements, travelers are requested to book the lowest available roundtrip coach airfare. Eligibility for such fares is often restricted. Travelers making first-class, last minute, or similar arrangements will be responsible for the difference in cost. Cancellations or penalties assessed for ticket exchanges are not eligible for reimbursement and are the sole responsibility of the traveler unless due to unanticipated changes to PNACAC's program schedule or inclement weather. Reimbursement requests for cancelled travel due to a family or similar emergency must be made in writing. Airfares in excess of \$400 per ticket and any exceptions to these policies require the prior written consent of PNACAC's president or treasurer/finance committee.

Travelers may submit requests to PNACAC for reimbursement once travel is booked, and need not wait until the travel is completed. Proof of purchase is required, which can be the airline's confirmation record to include the travel itinerary, date of purchase, ticket price and form of payment. Travel advances are available from PNACAC. Travelers needing special assistance are encouraged to direct their inquiries to the person at PNACAC responsible for coordinating the event in question.

- b) Other Modes of Transportation: Travel by train or bus will be reimbursed for the face value of the ticket and, if traveling by car, PNACAC will reimburse individuals according to the current IRS mileage guidelines. The level of reimbursement associated with these alternative modes of transportation should not exceed the amount of the lowest available round trip coach airfare to and from the same site.

- c) Ground Transportation: Travelers should use complimentary hotel shuttles, flat-rate airport shuttle services, or public transit when possible. Taxis or economical chauffeur services will be reimbursed if other forms of ground transportation are not reasonable.
2. Lodging: PNACAC recommends board members, when possible, share a double room to save costs. PNACAC does not reimburse charges for pay-per-view movies, dry-cleaning (except in rare instances of extended travel), high-speed Internet connectivity, or other premium in-room services. Use of room service or mini-bars inside the room is discouraged and subject to the per diem cap. Telephone calls made from the room concerning association business are reimbursable. Travelers should avoid making direct or operator-assisted long distance calls from hotels.
3. Meal Allowance: The reimbursement allowance for meals (food and beverage), including tips, should not exceed \$60 per day. This allowance can generally be viewed as allowing up to \$10 for breakfast, \$20 for lunch, and \$30 for dinner. Tips should not exceed 20 percent. PNACAC will pay the meal expenses of only approved travelers. All requests for reimbursement should include itemized receipts.
4. Miscellaneous Travel Expenses: Reimbursement for incidentals would typically involve parking (at non-valet rates where self-park is an option), commuter tolls, and tips for baggage handlers, housekeeping and other service personnel, and related travel expenses. Except as otherwise noted, expenses in excess of \$50 per day require the approval of the president or treasurer/finance committee.

Travel for NACAC National Meetings

1. NACAC Conference: Conference registration fees for all delegates are paid for by NACAC. PNACAC will pay all other related expenses for delegates from the day before the Assembly meetings begin through the last day of the conference. The chief delegate is responsible for notifying all delegates of reimbursement policy.
2. Legislative Conference: NACAC pays transportation expenses for the president and president-elect to attend the conference. PNACAC will pay the additional expenses (registration, meals, and hotel) for the president and president-elect. NACAC will pay 50% of approved transportation, hotel and meal expenses for a single government relations chairperson. PNACAC will pay the other 50% of the government relations chairperson's expenses. Requests for additional representation, and travel related expenses, on behalf of PNACAC at the conference will be submitted by government relations chairperson at least 45 days prior to start of conference to treasurer/finance committee for approval.
3. Summer Leadership Development Institute: PNACAC will pay for the president, past president and president-elect to attend the L.D.I. including the registration fee, meals and room. NACAC will pay all other transportation expenses for these individuals.

Travel for PNACAC Executive Board/Committee Meetings

PNACAC will pay travel expenses for all board members and committee members to attend regularly scheduled meetings (excluding NACAC conference meeting and annual regional conference) and special sessions as called by the president of PNACAC and/or chairperson of committee.

Review, Approval, and Enforcement of the Fiscal Policy Manual

This manual will be reviewed and updated prior to the Summer Board Meeting each year, by the Executive Committee, which consists of the:

- President
- President-Elect
- Immediate Past President
- Treasurer
- Secretary

It is the responsibility of the current treasurer to ensure that PNACAC is in compliance with the policies specified in this manual. All Board members are expected to be aware of the policies contained in this manual, to comply with them, and to oversee compliance of their respective committee members. A finance committee is also in place to oversee the compliance of the specific fiscal policies as well as to help guide the financial direction of PNACAC. All budget proposals to PNACAC will be routed through the finance committee for approval and then sent to the full board for final approval. The finance committee consists of the following:

- Past-Treasurer (chair of the finance committee)
- Treasurer
- Treasurer-Elect
- President
- President-Elect
- Immediate Past-President
- Member-at-large

Reserve Fund: The reserve fund provides for unexpected fluctuations in income or expenditures. PNACAC shall try and maintain a reserve fund of no less than one-half of one year's annual operating expenses of the Association to ensure our ability to meet our goals as stated in the mission of the association.

Routine Expenditures: All funds are managed through accounts controlled by the Treasurer in consultation with the finance committee and Executive Board.

1. All checks are to be authorized and signed by the Treasurer and under the supervision of the current president. In the absence of the treasurer, checks may be signed by the

President and/or past-treasurer.

2. Expenditures not provided for in the budget must be submitted to the treasurer and approved by the finance committee at least 30 days prior to expenditure.
3. When issuing disbursements, itemized bills, invoices, or expense reports they must be presented to the Treasurer for accounting purposes. (Original bills or receipts that are not 8 ½ by 11 inches should be attached to a piece of paper that is that size.)
4. No payment will be made for any reimbursement request submitted more than thirty days after it is incurred.

Surplus Funds: Surplus monies generated from PNACAC activities will be used to fund programs and/or projects deemed appropriate by the Board. Monies in excess of current year's expenses may be invested by the Finance committee in the name of PNACAC, following consultation with, and approval by, the members of the board. Notification and accounting of investments will be provided to the Board upon request, as well as at each full Board meeting.

Bidding Projects and Contracts: The President and/or the Board strongly recommend multiple bidding on projects that exceed \$1,000. Any contract agreement entered into by PNACAC and a vendor must be signed by the president or president-elect.

Admission Practices Committee

1-19-07, 10-7-10

The Admission Practices Committee's strives to help PNACAC member institutions understand and comply with NACAC's Statement of Principles of Good Practice (refer to section). The Admission Practices committee annually reviews the SPGP guidelines and educates members regarding ethical practices.

A subcommittee of the Admission Practices committee reviews allegations of SPGP infractions and works towards positive resolutions. This subcommittee will include the Admission Practices Chair, the PNACAC President, past-President, and President-elect.

The responsibilities of the Admissions Practices Committee include:

- *Educating PNACAC membership regarding the SPGP
- *Developing and reviewing guidelines of conduct around SPGP violations
- *Investigating alleged violations of the SPGP
- *Communicating alleged violations of the SPGP to appropriate association officers
- *Working toward positive resolution with member institutions when infractions occur

Government Relations

4-13-07

PNACAC's government relations effort is threefold: monitoring federal and state legislation that affects admission and counseling professionals and the students they serve; coordinating with NACAC in providing analysis and guidance to PNACAC members on such legislation; and facilitating communication between PNACAC members and government officials at the federal and state levels.

The Government Relations Committee sets annual goals and objectives to guide these efforts. Activities focus on the following issues: access to higher education, affordability of higher education, diversity as a factor in college admission, and support for the professional work of school counselors and admission officers.

NACAC's government relations goals are achieved through the work of NACAC staff and members, and through collaborative efforts with coalition partners. NACAC's government relations department now offers internet-based communications with state and federal elected officials through the NACAC Legislative Action Center. The Action Center allows members to send email, faxes and print letters on NACAC priority issues to their elected officials in Washington and in state capitals.

Legislative Conference

The NACAC annual legislative conference is held in late February or early March in Washington, DC. The PNACAC president, president-elect, government relations chair, and other representatives from the region attend the four-day event for governance and government relations activities. Participants attend legislative process and issue-based sessions, and are trained to meet with members of the US Congress to convey NACAC's annual priority focus. Speakers include members of the administration, Congress, and local education advocates. The purpose is to provide NACAC leaders with professional development tools to pursue NACAC's government relations goals year-round.

NACAC's policy priorities are determined each year by the NACAC Government Relations Committee. The national committee relies on input from state and regional affiliate government relations chairs and committees to develop its annual priorities. Priorities generally consist of support for counselors and admission officers, support for need-based financial aid for students, support for early college awareness, and support for diversity in higher education.

Government Relations Chair Responsibilities

The Government Relations Chair is expected to:

- Maintain contact with state legislators and watch bills affecting ACAC priorities when they are introduced into the state legislature. He/she prepares testimony or comments on pending legislature and regularly reports the status of legislation to members.
- Propose a government relations budget. The following factors need to be considered:
 - Travel expenses for the government relations' chairperson, president and

president-elect (and other representatives as approved by the Executive Board) to the NACAC legislative conference in Washington, DC, each year (see NACAC and PNACAC Travel Reimbursement Policies).

- Chairpersons and other advocates may need to travel to the state capital at times as well.
- While NACAC provides S/R government relations' chairs with their primary lobbying tool (see description of the Legislative Action Center below), consider allocating dollars for printing of letters and brochures, telephone calls, and other advocacy tools.
- If planning to conduct a state legislative conference, allocations should be made to cover the cost of such events (e.g., meetings, travel).
- Establish a government relations network within PNACAC to create an opportunity for involvement and a telephone/email/letter writing network when it comes time to notify legislators of the association's stance on a particular issue.
- Maintain a communication network (via email, telephone, letters, newsletter articles, workshop sessions) to inform members of upcoming issues
- Become knowledgeable about NACAC resources:
 - NACAC provides an online Legislative Action Center that can be the primary tool for getting members involved in advocacy efforts. NACAC's action center allows the chair to post state action alerts and track state legislation and develop action lists through one central Web resource. NACAC staff can assist in setting up sites.
 - NACAC also provides a Legislative Handbook for government relations' chairs that includes information on how to set up basic advocacy efforts, media campaigns, action alerts, and other advocacy activities. NACAC staff trains chairs each year at the NACAC Legislative Conference on the use of these two important tools.
- Work closely with the NACAC staff and the national Government Relations Committee (GRAC).

Government Relations Committee

The committee shall be comprised of one PNACAC member from each state in the region acting as liaisons between members from that state and the committee chair. Whenever possible, gender, ethnic and geographic representation should be considered. The committee shall be responsible to effectively represent the best interests of PNACAC members to NACAC as well as to local, regional and national legislators.

Committee members are expected to:

- Monitor legislative issues at the state and national level and communicate pertinent information with PNACAC members.
- Prepare and identify representatives to attend the annual NACAC Legislative Conference.
- Coordinate the efforts of the membership to respond to issues
- Serve as an information source about the high school to college transition for legislators.

Professional Development

1-29-07

The Professional Development Committee shall be responsible for developing policy recommendations and programs that will assist members in their professional growth and development.

PNACAC professional development activities are overseen by the Professional Development Chair or Co-Chairs. The Chair or Co-Chairs are elected members of the PNACAC Executive Board. A Professional Development Committee shall be formed and maintained by the Chair or Co-Chairs to assist them in their work.

The purpose of the Professional Development Committee is to create and deliver meaningful learning activities for PNACAC members. The committee should strive to implement professional development programs in a variety of locations so members in all may have access to these activities. Such programming should address the needs and interests of both high school counselors and college admissions professionals. Programming should provide a range of knowledge – from practical basic knowledge for a new counselor to advanced knowledge for someone to advance in the profession.

Duties of the Professional Development Committee shall be:

1. To identify the professional development needs of PNACAC members.
2. To create, present, and promote workshops and activities that address these needs.
3. To work with other PNACAC committees to ensure a variety opportunities for professional development.
4. In creating programs to consult with the Executive Board to insure programs fit the mission of PNACAC and serve PNACAC members.
5. To request an appropriate budget for committee activities for the Executive Board.
6. To monitor committee expenses in relation to the committee budget.
7. To identify scholarships and grants that enable counselors to attend professional development programs.
8. In addition to educating PNACAC members, to cultivate PNACAC membership through these programs.
9. To encourage involvement with PNACAC, through committee work and event participation.

Information and Technology

(5/23/09)

The Information and Technology Committee shall be responsible for PNACAC website management, maintaining the PNACAC e-list and assist other chairs in posting and promoting individual committee matters of interest to the PNACAC membership.

Duties of the Information and Technology Committee shall be:

1. To assume responsibility for website management
2. To post minutes from all board meetings
3. To assist other chairs in posting individual committee matters of interest to the PNACAC Membership
4. To maintain the PNACAC e-list
5. To update PNACAC members regarding professional development opportunities, annual conference and NACAC matters of interest.
6. To assume responsibility for research projects when needed

Inter-Association

(5/23/09)

The Inter-Association Committee shall promote the value of PNACAC membership to corollary college counseling organizations that share a common vision and endorse and adhere to the Statements of Principles and Good Practices of NACAC.

Duties of the Inter-Association Committee shall be:

1. promote to high school counselors the advantages of PNACAC membership as a complement to their membership in state counselor associations;
2. promote to independent college counselors the advantages of PNACAC membership as a complement to their membership in independent college consultant associations that adhere to standards and ethics articulated by NACAC;
3. articulate for a common agenda and serve as a resource on college admissions issues at state counselor association conferences;

4. help coordinate and/or support statewide legislative advocacy topics of common concern;
5. insure whenever possible that PNACAC is present at all S/R secondary and independent college counselor conferences and represented to those in attendance.

Annual Conference

2-1-07, revised 4/12/07

There will be two co-chairs to plan the annual conference. One co-chair is the President-Elect for the organization. The other co-chair shall be chosen as a member at-large. Ideally this person would be geographically located close to the conference site. The two co-chairs develop a Conference Planning Committee that has the responsibility of developing, coordinating and overseeing the annual conference. The purpose of the annual conference is to promote the professional objectives of the organization and foster the development of college and secondary school counselors.

The primary responsibility of the co-chairs is to provide leadership to the Conference Planning Committee. This may include developing timelines, planning meetings,

The duties and responsibilities of the committee will be shared and divided by the following (suggested) sub-committees:

- 1) Co-chairs
 - a) Along with conference planning committee, decide and invite keynote speakers.
 - b) Develop budget for the conference, including planning.
 - c) Develop timeline for conference planning. This needs to include committee meetings. Get this information to committee in advance. Develop committee meeting agendas and minutes.
 - d) Decide conference schedule – work with Programming and House sub-committee to coordinate efforts.
 - e) Gifts for committee members and keynote speakers.
- 2) Publications
 - a) Collects conference materials and puts together program or binder. The responsibilities of this sub-committee include: creating, designing, editing and printing of the program and additional inserts.
 - b) Organizing a timeline for materials to be submitted in order to have editing and printing done in a timely manner.
 - c) Coordinate help from committee members to assemble programs.
- 3) Exhibitors
 - a) Communicates with potential sponsors and vendors and coordinates bringing an increasing number of exhibitors to the conference.
 - b) Secure sponsorship of various conference materials and events to lower the cost of the conference.
- 4) Scholarships
 - a) Coordinate scholarship donations for members to attend the annual conference. This includes publicizing the opportunity to sponsor an attendee to the conference, as well as encourage hopeful attendees to apply for a scholarship.
 - b) Evaluate applications for scholarships and determine recipients.
- 5) Programming

- a) This sub-committee publicizes the Call for Proposals. Encourage a wide variety of session offerings that address all areas and professional levels to ensure that our membership is fully represented.
 - b) Collect, evaluate and approve program proposals.
 - c) Write and edit session descriptions.
 - d) Communicate with presenters and House committee on facility needs.
 - e) Develops an evaluation to be distributed at the conclusion of the conference.
- 6) Promotion
- a) Coordinates all promotion efforts, including: Save the Date postcards, magnets, etc., conference gift item.
 - b) Coordination includes working with PNACAC membership chair to send out early notification, as well as invitation to conference.
 - c) Organize innovative and effective ways to promote attendance at conference. This could include: submissions to newsletter, distribution of flyers at college fairs and updates to websites.
- 7) Pre- and Post-Conference Programs
- a) Organizes activities that occur either before or after the annual conference. These activities could include: Local college tours, golf tournaments, local tourist attractions and other social events.
- 8) House
- a) This committee works closely with the conference site staff. Responsibilities include: hotel reservations, room reservations, catering requests, contracts.
 - b) Work with Registration sub-committee to make nametags. Also work with Social sub-committee to organize tickets for socials to be included with nametags.
 - c) Work with Programming committee to schedule meals and breaks throughout conference.
 - d) Coordinate Community Service/Outreach program.
 - e) Work with co-chairs to develop and maintain appropriate budget and expenses.
- 9) Social
- a) Organizes, promotes and staffs the President's Reception on the first night of the conference, as well as the conference social on the second night.
 - b) Secure various entertainers as well as space for the two evenings of the conference.
- 10) Registration
- a) Works with CollegeNet to coordinate all registration.
 - b) Solicits volunteers to work the table during registration times.

Proposed Timeline for Spring Conference – for a conference scheduled for mid-May.

Date	Activity
Year in advance	Committee meeting (on site)
Previous year's conference	Distribute "Save the Date" item to conference attendees. Provide information in materials about next year's conference.
Mid-August	Committee meeting (central location)
NACAC Conference	Distribute exhibitor information at national conference. Provide information and S/R membership meetings during national conference.
Early November	Call for Proposals mailed
Mid-December	Committee meeting (on site)
Early January	Save the Date postcard mailed Call for Proposals due Update web page/on-line registration
Mid January	Registration information ready to print Exhibitor registration deadline
Early March	Committee meeting (central location) Program reviewed by committee Room assignments Conference registration materials mailed Online registration live
Early April	Text and layout to printer for program Revise conference evaluation form
Mid April	Room set-ups/AV needs to conference center Deadline for registration Evaluations due
Late April	Pre-conference activities determined
Early May	Committee meeting (on site) Conference packet materials due No-refund date
1 st week of May	Late registration deadline

Week before conference

Name tags printed
 Conference attendee list to print
 Assemble conference packets.

Reminders for Planning the Annual Conference:

- Develop the conference planning committee early. Try to find members that are geographically close to the conference site – this saves money during the conference planning. Look for members that represent all areas of the organization membership. Include – high school, college, independent and community college members.
- Work with PNACAC Executive Board and Finance Committee to develop a realistic budget for conference planning and the actual conference.
- Secure conference site and keynote speakers as early as possible.
- As registrations are submitted, compare list to PNACAC membership. Encourage member schools to send attendees to conference.
- When determining scholarship recipients, look at past year’s attendees to be sure not to overlap.
- Include a list of conference attendees in the conference program.
- Be sure to find time to take pictures of award recipients, conference planning committee and Executive Board (outgoing and incoming members).
- Keep an on-going list of people to thank after the conference.
- Be sure conference sessions are evenly spread amongst high-school and college sides.
- Prepare agendas and minutes from each committee meeting. Keep these items to pass along to future planning committees.
- Work with local chamber of commerce to have material about the area to distribute to attendees.
- Work closely with conference site staff members. Be sure to keep copies of all contracts and correspondence. Know what their expectations are for finding out final numbers. Get insurance information from PNACAC Executive Board.
- Reserve blocks of hotel rooms for attendees. Be sure there are rooms reserved for PNACAC president and keynote speakers.
- Provide exhibitors with information about where to unload information.
- Go to area restaurants and request discounts for conference attendees to use take advantage of during the “dinner on your own” time.
- Coordinate CEU’s with a school. Find someone to complete paperwork for those requesting CEU’s.
- Provide voting cards in conference registration information. Work with membership chair to determine who receives the voting cards.

In planning for the annual conference, the conference chair shall inquire about the availability of complimentary hotel rooms as part of the conference contract. Such rooms, when available and depending upon the number of such rooms, will be accorded to the

president, president-elect and conference co-chair, in that order. In the event that comped rooms are not available at the convention site, the room of the president shall be paid for through the conference planning budget.

Regional College Fairs

2-10-2010

PNACAC sponsors a series of College Fairs in our region. The College Fair Committee develops and distributes a calendar of PNACAC approved college fairs held across our region throughout the year. With substantial assistance from local volunteers, these programs bring together students, parents, secondary school counselors, representatives of colleges and universities, and other postsecondary institutions. This activity aids the student in his/her educational transition from high school to a post-secondary program of study. Workshops on the admission and financial aid process, the college selection process, test taking tips, as well as other appropriate workshop sessions are often conducted as part of these programs.

College Fairs Committee

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:

1. 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
 - a. Current fall fair locations are Eugene, OR; Medford, OR; Roseburg, OR; Redmond/Bend, OR; Tri-Cities, WA.
 - b. Current spring fair locations are Seattle, WA, Portland, OR and Boise, ID
2. To assist in development of registration and advertising mailings to colleges and regional high schools as appropriate.
3. To oversee the college fair registration process in conjunction with the Executive Assistant.
4. To oversee and approve the proposed individual college fair budgets prior to submission to the Finance Committee.
5. To develop new PNACAC college fair sites, when necessary.
6. To 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.
7. To enforce the PNACAC college fair guidelines at the college fairs and handle alleged infractions of college fair rules on site if appropriate.
8. If necessary, work with Admission Practices committee to notify appropriate parties of college fair infractions with the intent to eliminate future infractions.
9. To 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.

10. To act as a liaison between the college fair coordinators and the Executive Board.
11. To monitor committee expenses in relation to the committee budget.
12. To meet with the college fair coordinators annually to discuss policies, planning and best practices.
 - a. As a matter of policy, PNACAC does not financially sponsor student scholarship activities through the college fairs. However, the traditional allocation of PNACAC funds at the Mid-Willamette (Eugene) fair may continue through the 2009 event (Exec. Board minutes 12/13/04). The dollar amount will be set for each year at \$3,000.

The College Fair Committee/Individual fair chairs are responsible for the overall organization of their regional fair, including the following:

1. Secure a site for the college fair.
2. Work with Regional fair chair to develop the annual college fair calendar in a timely fashion and determines the hours of their individual fair.
3. Provide details on college fair (time, location, hotels, directions, etc). in a timely fashion to Regional fair chair for distribution to website, advertising, etc.
4. Develop proposed budget for review by Regional fair chair and approval by the Finance Committee.
5. Recruit volunteers/local committee to help in the counseling center, information booth, hospitality area, set-up and take-down, and other areas in need of volunteers.
6. Secure host hotels.
7. Coordinate any information sessions to be offered during the fair.
8. Order refreshments as appropriate for college fair.
9. Alert city police and other organizations to potential traffic problems with the fair, if applicable.
10. Coordinate local publicity for the fair and works with local high schools to encourage attendance at the fair. Coordinates bussing if applicable.
11. Work with fair registration chairperson for participant information and if necessary contacts area colleges and universities to encourage registration for the fair.
12. Keep Regional fair chair informed during planning process of any potential problems or difficulties.
13. Complete final expense reports and written evaluation at end of fair.
14. Assist in monitoring alumni representatives.

National College Fairs

2-7-07

Purpose: The National College Fair Committees coordinates the various activities that take place in advance of or at our National College Fairs. Currently PNACAC hosts four national fairs: the locations are Seattle, Portland, Boise and Spokane. Both the Portland and Seattle National College fairs are two-day events, with Boise and Spokane being one-day events with both morning and evening sessions. Each National College fair has a chairperson and local arrangements committee of volunteers.

PNACAC Involvement:

- Publicize and promote fair participation at area high schools and school districts.
- Promote the fair to the members of PNACAC.
- Assist NACAC in publicizing the fair through local and area media.
- Maintain close communication between PNACAC Executive Board and the local arrangements committee.
- Submit and sign an accounting closure statement as soon as possible after the conclusion of the fair. NACAC provides the statement and expense report to the chair each year.
- PNACAC provides a small subsidy to supplement the hospitality costs at the fairs.

NACAC agrees to provide:

Each state and regional association serves as the official host for National College Fairs taking place within their region. A *Letter of Agreement* must be signed by the state and regional president, the NACAC Executive Director, and the NACAC President which clearly outlines the responsibilities of the local arrangements committee and NACAC. In exchange for the state and regional association's support of an event within their region, NACAC has created a revenue sharing formula.

- \$2,000 per fair for the first 200 booths sold
- An additional 10% of the member fee for early bird for each additional booth sold over the 200 minimum

The Board's intention is to encourage cooperation between NACAC and the state and regional affiliates as well as the designated local college fair planning committee. The cooperative agreement also encourages the state and regional affiliates to actively promote these programs to its members as well as form a partnership between the local planning committee and the state and regional Board of Directors.

The responsibilities of the NACAC staff are:

- To register exhibitors and assign booth locations.
- To provide a staff liaison to work with the local committee in planning the fair.
- To rent the exhibit facility.
- To select a host hotel for college representatives.

- To work with the convention center and decorating company to coordinate the physical arrangements for the fair.
- To arrange insurance coverage for the event.
- To print posters, newsletters, directories, press releases and other promotional materials.
- To send promotional materials to area high schools and other organizations.
- To arrange on-site medical and security support.
- To identify potential contributors to the National College Fairs program.
- To monitor the participation of alumni representatives.
- To consult with the OACAC leadership regarding the NCF's.

The responsibilities of the PNACAC National College Fair Committees are:

- To determine the hours of the fair.
- To coordinate any information sessions to be offered during the fair.
- To work with the NACAC Operations Manager in ordering refreshments.
- To recruit volunteers to help in the counseling center, information booth, hospitality area, and other areas in need of volunteers.
- To coordinate local publicity for the fair.
- To contact area colleges and universities to encourage registration for the fair.
- To assist with identifying and approaching potential corporate contributors.
- To assist with on-site preparations for fair.
- To complete final expense reports and a written evaluation at end of fair.
- To assist in monitoring alumni representatives.

PNACAC College Fair Guidelines

7-6-07, revised 2-10-10

College Fair exhibitors play a major role in the success of each of our programs. The staff of the Pacific Northwest Association for College Admission Counseling (PNACAC), along with members of the local planning committee is responsible for creating a professional and safe environment for the delivery of the PNACAC's Regional College Fair program. Basic exhibitor guidelines include:

- Arrive on time at the fair and staff your booth during fair hours
- Dress to best represent your school
- **Stay for the entire program.** PNACAC will follow up with schools that are no-shows. In the event of an emergency, institutions are asked to contact the Local College Fair Chair to confirm cancellation.
- Make sure to check in at the registration table
- Booths are restricted to **three** representatives per booth
- Recruitment is restricted to the parameters of the booth; representatives must stay **behind** the table/booth area when speaking with students and their families
- Audio-visual equipment should not interfere with other exhibitors
- Displays cannot exceed or obstruct the view of adjacent booths
- Promotional giveaways (including raffles and drawings) are strictly prohibited. Only literature pertaining to the college or university is permitted. The following are **a few** examples of prohibited materials:
 - Key chains
 - Water bottles
 - T-shirts
 - Pennants
 - Bags
 - Food/candy
 - Laser pointers
 - Thumb drives
 - Cups
 - Balls/Frisbees
- Be courteous to other exhibitors and fair attendees
- Fill out the exhibitor evaluation and return it to the registration table at the conclusion of the fair or be prepared to fill out a survey of feedback online.
- Keep the aisles clear of boxes and materials

Failure to adhere to these guidelines will result in an institution being asked to vacate the booth and the Regional College Fair.

PNACAC E-list

4-4-07

The PNACAC e-list is an email chat service provided as a forum for professional discourse on topics related to the college admission process. This e-list is open to PNACAC members only.

Currently, PNACAC members may join the e-list by contacting Jason Moy at moyj@seattleu.edu and asking to be subscribed to the list. Messages to the e-list can be e-mailed to pnacac@lists.seattleu.edu.

Use of the e-list is solely at PNACAC's discretion, and PNACAC reserves the right to (a) prohibit anyone from accessing, browsing, supplying information to, downloading information from, or conducting business using this e-list; (b) remove content that at its discretion; and (c) terminate a subscriber's access to the e-list at its discretion.

PNACAC's e-list is a forum for professional discourse on topics related to the college admission process. Subscribers are expected to exercise decorum when posting messages to the e-list and to include their name and institutional affiliation with each posting. While membership is intended only for members of PNACAC and employees of PNACAC member institutions, it is possible that PNACAC may mistakenly or unintentionally allow some subscribers who fall outside these parameters. The e-list is not intended for students or parents and they should not subscribe. The e-list should not be used for commercial purposes.

Subscribers are encouraged to abide by the following rules:

- Make only truthful statements. Opinions should be stated respectfully and carefully.
- Use good judgment and caution when posting messages to the e-list. Information posted on the e-list is available for all to see, and comments are subject to various laws. Subscribers' actions can subject them and their institution, company or organization to liability.
- Comply with all applicable laws and regulations regarding use of the e-list, including defamation, copyright and antitrust laws.
 - Defamation laws, such as laws prohibiting libel and slander, generally prohibit untruthful statements. Truthful statements and statements of opinion are generally allowed.
- Use the e-list to engage in discussions related to the college admission process.
- This forum may not be used to discuss or advocate for the election or defeat of any candidate for political office, whether at the federal, state or local level.
- Be respectful of other subscribers and their opinions.
- Do not post anything in an e-list message that you would not want the world to see or that you would not want anyone to know came from you.
- Do not use the e-list to post or transmit any material that violates or infringes in any way upon the rights of others (such as copyright infringement); that is unlawful, threatening, abusive, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane,

abusive or otherwise objectionable; that encourages conduct that would constitute a criminal offense; that gives rise to civil liability or that otherwise violate any law.

- Do not post any confidential information or any information that would infringe upon the proprietary, privacy or personal rights of others.
- Do not distribute, post, publish or communicate any material that contains promotional, commercial or advertising messages including career opportunities and job announcements. Discussions about resources, products and vendors in accordance are encouraged; however, subscribers may not use the e-list to solicit or conduct business, including the direct or indirect marketing of subscribers' products and services, in any manner.
- Include a signature tag on all messages with your name, affiliation and location.
- State the specific topic of your comments in the subject line.

All postings must be of an informational nature and for informational purposes only. Use of the e-list for promotional use, commercial use, advertising purposes including career opportunities and job announcements, or any other unauthorized use is prohibited. If subscribers are interested in reaching the PNACAC membership with a job announcement, such announcements may be posted on the PNACAC Web site by contacting the PNACAC secretary.

While it may monitor, remove or delete postings, PNACAC is under no obligation to do so. PNACAC exercises no editorial review and assumes no responsibility for misleading, fraudulent, defamatory, libelous, threatening, harassing, pornographic, obscene or illegal content supplied to the e-list. Nonetheless, PNACAC may take any action with respect to any content that PNACAC deems is necessary or appropriate, including the deletion of any posting.

The opinions, advice, statements and judgments or other information or content expressed or made available made by e-list subscribers and the matters discussed using the e-list are those of the respective author(s) or distributor(s) and not of PNACAC. PNACAC is not responsible for the accuracy or reliability of any content.

PNACAC Website

4/18/07

Information about PNACAC can be found online through the organization's website at www.pnacac.org. Event information, organizational news, contacts, membership links, job announcements, and resources are available on the website for the benefit of PNACAC members.

The PNACAC secretary serves as the official webmaster and is responsible for all aspects of the website. Responsibilities include domain name registration, maintenance, web hosting, and ensuring the website is in compliance with all Internet laws. PNACAC's website domain name is registered with Register.com Inc through January 1, 2016. The secretary will make provisions to renew the registration and may move the website to another host as needed.

All website submissions and requests for posting must be sent to the secretary. Requests for job announcement postings will only be granted to paid PNACAC members.

Newsletter

4/17/07, revised 3/20/10

The PNACAC *Newsletter* is one of the vehicles for communication within the organization. The editor solicits submissions for each newsletter. Information published in the newsletter should cover a vast range of topics and information, from university and staff updates to details concerning constitutional changes. There are generally three newsletters per year. Typically 2-3 will be electronic versions only with at most one hard copy edition depending on the objectives of the newsletter editor and executive board. Each edition is also posted on the PNACAC webpage.

Suggested time line for distribution of the PNACAC Newsletter:

- Fall Newsletter—Late September Distribution date
- Winter Newsletter—Late January Distribution date
- Spring Newsletter—Early June Distribution Date

NOTE: (submission deadline is to be set a minimum of two weeks prior to distribution for electronic and at least three weeks for print versions)

The Newsletter Editor Shall:

- Solicit and collect articles for PNACAC's newsletter (with assistance of Executive Board)
 - Examples include the President's letter, Government Relations update, membership information, upcoming conferences, college fair dates and information, and feature articles.
- Make editorial decisions including design and layout of newsletter, content of articles and whether or not specific information can be included in the newsletter (it is suggested that the Editor confer with the President and/or Executive Board when making this decision).
- Work with the Membership Chair to get the appropriate membership lists for electronic and hard copy delivery.
- For print versions, work with publisher to get printed newsletter printed and mailed to members in a timely manner.
- Work with treasurer and current president on any issues related to cost of publication and mailing of newsletter.
 - This also includes any inquiries into advertising within the newsletter.
 - Current rate and standard: (subject to change with Executive Board approval): Full page B&W ad - \$300, Half page B&W ad - \$200, 1/4 page B&W ad - \$150

Awards & Recognition Programs

1-4-07, revised 4-17-07, revised 3-20-10

Through the efforts of its Awards and Recognition Committee, PNACAC endeavors to honor exemplary professionals among our membership and the professional community with the following four awards:

Sister Shawn Marie Barry Distinguished Service to Youth Award

The Sister Shawn Marie Barry Distinguished Service to Youth Award is named for the St. Mary's Academy of Portland's former college counselor who lost her battle with cancer in 1995. These awards are given to the independent or secondary school counselor or college level admission officer. Recipients of the award must have a minimum of ten (10) years of high school or college teaching and/or counseling experience with at least three (3) years in their current position. They must be currently engaged in counseling and be recognized as "those who have given outstanding and faithful service to youth.

PNACAC Exemplary Service Award

This award is given to members who have demonstrated outstanding service to students and the organization.

PNACAC Newcomers Award

The Newcomers Award is given to secondary school or college admissions counselors who have been in the profession for five years or fewer, and possess exceptional promise.

Program of Excellence Award

Programs eligible for this award are unique and provide excellent service to students. Nominees must have been in place for less than five years, and be replicable by other institutions.

From time to time, the Awards Committee itself or other PNACAC members may want to create a new award. A written proposal for new awards must be submitted to the executive board for review and approval at least one year prior to the possible presentation of the first award.

As a general rule, the PNACAC Awards Committee will follow these guidelines:

- Committee will be composed of the sitting college and high school delegates representing various backgrounds and regions of the Northwest, i.e. high school, college, and independent counselors who will review nomination materials for the purpose selecting a slate of award nominees for the spring conference. Final award winners are subject to the approval of the president.
- Just before Christmas, the Awards Committee chairperson should send out a reminder to the general membership, encouraging them to be thinking about presenting a nominee for the upcoming award cycle. Beginning in January they should follow up with further

notices to the membership, instructing them to go to the website for a nomination form. Nomination forms and supporting documentation should be received by the awards chairperson by assigned deadline (six weeks prior to awards presentation).

- Following the deadline committee members are emailed the nomination packets for the various awards and as a group will make the finalist selections and then the chairperson will forward those names to the PNACAC president for final approval.
- Once approval is given, the chairperson will get the plaques made at a location of their choosing, submit the billing invoices to the PNACAC treasurer for reimbursement and designate a conference attendee to bring the plaques to the spring regional conference for presentation during the general membership meeting.
- Following the regional conference the executive committee should evaluate the year's winners for potential submission to NACAC Awards Committee.

Diversity, Equity & Access Committee

1-7-07

The Diversity, Equity & Access Committee shall be responsible for developing policy recommendations and implementing programs to assist those who for some reason of poverty or other experiences, have been denied access to postsecondary educational opportunities. The DEA shall provide support and resources to underserved members and students in the PNACAC regions.

Duties of the Diversity, Equity & Access Committee shall be:

- To develop the professional competence and to meet the professional needs of underserved individuals involved in admissions procedures.
- To promote and strive for inclusion of the traditionally underserved and eligible NACAC members through outreach to guide and promote membership and involvement in leadership roles in the National and Regional Associations.
- To encourage and support multicultural awareness and activity among PNACAC members
- To provide programming and opportunities for underserved students in pursuit of educational goals
- To educate PNACAC institutions and offer guidance and training in diversity and equality issues.
- To award a member of the PNACAC region with a DEA Award for exemplifying the mission of the DEA committee at our annual conference (pending approval)

The DEA committee chair is encouraged to maintain a three year appointment. The chair of the DEA committee will have the following responsibilities:

- Attend all PNACAC Board meetings and provide an update to the Board. If the chair must miss a meeting a written update should be submitted to the president prior to the meeting.
- Submit an appropriate budget proposal for each upcoming year to the PNACAC Treasurer for projected expenses.
- Submit grant proposals to the PNACAC President for approval before officially submitting materials to NACAC
- Provide updates and continue to monitor the diversity web page for the Secretary for the PNACAC website. (Soon to be created)

NACAC Grants

01-01-07, revised 10-07-10

The National Association for College Admission Counseling, through its Imagine Fund, provides financial support for the NACAC State and Regional Presidents' Council Grant program. The program provides funding for participation in professional development opportunities and to develop innovative projects.

The S/R Presidents' Council Grant subcommittee reviews grant applications once a year at the winter Legislative Conference. Information and application materials are available at www.nacacnet.org, usually linked to the association's governance page.

While any individual may submit a grant application, it has been PNACAC's practice to submit one or two grant requests as a board. This has allowed PNACAC to emphasize those ideas that it gives highest priority. As a general rule, the president of PNACAC appoints an assembly delegate to:

- Coordinate the process of identifying prospective grant proposals,
- In consultation with the board, select which one(s) will be written,
- Complete the application(s) and collect the signature of PNACAC's president,
- Notify grant recipients if the S/R Presidents' Council Grants subcommittee approves a submission,
- Ensure that the grant funds are utilized and proper records are kept, and
- Make sure that necessary reports and receipts are submitted for reimbursement.

If more than one grant application is submitted from the PNACAC region, the president is asked by NACAC to prioritize the applications.

It is preferred that grant recipients submit all paperwork to the PNACAC treasurer for reimbursement by PNACAC and then the treasurer sends the paperwork to NACAC for settlement. Recipients can choose to submit paperwork directly to NACAC for reimbursement if they wish. In all cases, it is important to comply with NACAC's deadlines as failure to submit documentation on time will result in denial of compensation.

PNACAC has submitted a number of grant requests that provided support to help send people to PNACAC conferences, the NACAC conference or the Guiding the Way to Inclusion conference. In most cases, individuals using these funds have come from demographic groups who may lack representation in the regional or national association, such as rural or urban professionals or community college personnel. In the future, PNACAC may want to write grant proposals to fund special projects, such as one-day workshops for underserved professionals or translators to help Spanish-speaking parents at college fairs.

Association History

3/4/09

PNACAC Presidents

2009-10 Cathy McMeekan, St George's School
2008-09 Michael McKeon, Seattle University
2007-08 Ralph Burrelle, North Medford High School
2006-07 Palmer Muntz, Oregon Institute of Technology
2005-06 Teri Calcagno, Central Catholic High School
2004-05 Jim Rawlins, University of Washington
2003-04 Ann Nault, Meadowdale High School
2002-03 Martha Pitts, University of Oregon
2001-02 Mike Willis, John F. Kennedy HS
2000-01 John Bogley, Whitman College
1999-00 Ed Bean, Auburn High School
1998-99 Robin Brown, Oregon State University
1997-98 Sandy Rumpel, Boise School District
1996-97 Monica Burnett, Carroll College
1995-96 Alice Tanaka, Mercer Island High School
1994-95 Bette Rhodaback, Wilson High School
1993-94 James Sumner, Willamette University
1992-93 Marian McDonnell Horton, University of Idaho
1991-92 Don Johnson, North Kitsap High School
1990-91 Wendy Peterson, Washington State University
1989-90 Cynthia Doran, Oregon Episcopal School
1988-89 Jim Buch, University of Oregon
1987-88 Ellen Clemens, Inglemoor High School
1986-87 Lucy Allard, University of Puget Sound
1985-86 Gail Durham, The Catlin Gabel School
1984-85 Arnaldo Rodriguez, The Evergreen State College
1983-84 Virginia Gomer, North Salem High School
1982-83 Robert Pollard, Portland Community College
1981-82 Idie Ulsh, Shoreline High School
1980-81 Phillip Minor, Pacific Lutheran University
1979-80 Shirley Bakke, David Douglas High School
1978-79 John Startzel, Washington State University
1977-78 Gail Hollenbeck, Mercer Island High School
1976-77 Jim Mansfield, Gonzaga University
1975-76 Paul Lamberston, Clackamas School District
1974-75 Jim Meinert, Portland State University
1973-74 Jeriy Storvick, Clover Park High School
1972-73 Fred Lockyear, Portland State University
1971-72 Elva Newcomer, Grant High School
1970-71 Dwaine Bassett

1969-70 Bernice Evans
1968-69 Helmuth Bekowies, Lewis & Clark College
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