



PCC Advisory Committee

National Chair Roles and Responsibilities

Purpose

The purpose of the National Chair is to be the advocate for the industry side of the Postal Customer Council (PCC) partnership. He/she strategizes with the Postal Customer Council Advisory Committee (PCCAC) leadership team to set the national direction for the PCC community and serves as the principle voice of the industry side of the PCCAC.

Structure

- The National Chair position is represented by one National Postal Chair and one National Industry Chair.
- The National Industry Chair will hold this position for a maximum of three years. In contrast, the Postal Chair will hold the position as long as he/she is in the role of Vice President, Marketing (or equivalent position). Prior to the conclusion of the Industry Chair's term, the National Industry Chair will nominate his/her replacement. The National PCC Program Office will complete the selection of the new National Industry Chair. After the National Industry Chair's term ends, he/she may join any of the sub-committees as a general sub-committee member if they choose.
- The National Industry Chair will be partnered with another PCCAC industry leadership member (as assigned by the National PCC Program Office) to provide support and assistance to the sub-committees.

Responsibilities

1. Ensures the PCCAC sub-committees meet their annual objectives.
2. Sets the agenda for monthly and quarterly PCCAC meetings with the National PCC Program Office and plays an active role in the meetings.
3. Provides bi-monthly and special edition articles to the PCC Insider for the National Industry Chair section and ensure the industry sub-committees submit articles timely.
4. Plays an active role in the planning of and participation at assigned PCC University training events, including providing introductory remarks and leading modules as-needed.
5. Supports the National Postal Forum by participating in PCC activities as defined by the National PCC Program Office (e.g., PCC Opening Session, PCC Workshops, PCC Reception, PCC Booth, etc.).
6. Serves as the "Executive Director" for the PCCAC as part of the Mailers Technical Advisory Committee (MTAC). Responsible for the selection of the PCCAC representatives.
7. Leads and coordinates the quarterly MTAC meetings and participates in the MTAC summary webinars presented to the PCC community.
8. Plays an active role in the planning of and participation at the PCC Leadership Awards Celebration.
9. Achieves annual objectives as defined by the National PCC Program Office.
10. Stays abreast of current hot topics and industry trends that could impact the PCC community and determine if they can be leveraged by the PCCAC.
11. Plays an active role in your local PCC and mentors other PCCs as applicable.
12. Supports one of the PCCAC sub-committees as assigned by the National PCC Program Office.
13. Attends the quarterly PCC Customer Cafés and provides introductory remarks.
14. Participates in the Headquarters PCC liaisons Area monthly touchpoints as assigned by the National PCC Program Office or on an as-needed basis.
15. Develops industry content for the Headquarters PCC liaisons Area monthly touchpoints.