

KACA Officers' Job Descriptions

The officers of KACA shall consist of the following, and will be elected by all voting members: President, Vice president for the International Communication Association (ICA), Vice president for the Association for Education in Journalism and Mass Communication (AEJMC), Vice president for the National Communication Association (NCA), Secretary, Treasurer, Editor, Webmaster, and Student Representatives.

The president is the official representative of the association. He/she is the ex officio member of the executive committee, and is in charge of executing activities of the association and conducting new elections for the officers.

The vice presidents assist the president and shall take turns to serve as acting president in case of the president's absence. Each vice president is in charge of planning and implementing KACA activities at ICA, AEJMC and NCA, respectively.

The secretary is instrumental to the functions of the president and the vice presidents. His/her major duties include general administrative roles including coordination of publishing web-based newsletter, publicizing the association's activities and events. He/she shall be the acting vice president in case of the vice president's absence.

The treasurer is instrumental to the financial functions of the association. His/her major duties include general financial management, accounting works, collecting membership dues, and searching for grants and other external financial resources.

The newsletter editor-in-chief is responsible for creating and distributing newsletter designed to promote the association to its members and general public. The frequency of the newsletter publication will be determined by the president.

The webmaster is responsible for creating and managing various web-based communication resources for the association's website.

The social media director is responsible for creating and managing content for the association's social media platforms to inform the members and external public.

Student representatives function as links between the association and student members. He/she accommodates student members' opinions, needs and concerns. He/she also assists the secretary. The number of student representatives will be determined by the president.