



Vice President for Communications

3-year term

Responsibilities

1. The Vice President for Communications supports the efforts of International ACAC by striving to create a positive awareness of International ACAC by facilitating, enhancing, and supporting the flow of information among members, the Executive Board, and public at large;
2. Holds primary responsibility for the International ACAC website;
3. In conjunction with the Vice President for Membership, works with outside organizations who would like to access our membership database for emailing purposes;
4. Periodically provides email or written newsletters to the membership;
5. Serves as liaison between International ACAC and the NACAC Communications Office;
6. Responsible for delivering surveys, producing webinars, managing social media accounts, and online conference guides;
7. The VP for Communications serves as chairperson of the Communications Committee; and
8. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Communications should have skills in the use of email and web-based communications. The Vice President for Communications is responsible for the upkeep of the International ACAC website and for the management of social media accounts. The Vice President for Communications is responsible for developing periodic e-newsletter updates and posting them to the website. Press releases are also the responsibility of this office.

Time commitment: NACAC Board Retreat (3 days (plus travel). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days (plus travel). Attendance at the International ACAC Conference is required); planning and preparation time (3-8 hours per week).