

COMMUNICATIONS CHA

Job Description

The Communications Cha is responsible for the integrity of the records of attendance and other pertinent data regarding addresses, telephone numbers, and job or table assignments during the Team Meetings (for the Team), and during the weekend (For team members and the candidates).

The Communications Cha will be furnished a laptop computer with generic forms to be used in entering data. The Cha is not to change the input forms to fit his or her interpretation of the records needed. However, suggestions for future changes are welcome, and are appropriate in the Cha's suggestion form to be filed with the Rector after the weekend has been completed. The Communications Cha will receive specific instructions regarding, among other things, the computer input forms during the training session prior to the team meetings, and so it will be **very important** for the Cha to be present during this training session.

THE TEAM

This job begins before the first team meeting. The Communications Cha should receive from the Rector, or his/her designate, a listing of the team along with the following information:

- Name:
- Nickname (Name your friends use)
- Spouse
- Address
- City
- State
- Zip code
- Home phone
- Work phone
- Cell phone
- Church
- Email address
- Weekend (you) attended
- Table (you sat at)
- Present Weekend #  Position on Team
- Do You Speak Spanish?

It is the job of the Rector to determine if the Communications Cha or someone else will be in charge of preparing the team book. The forms referred to above have been structured to be the basis for the team book which is furnished each team member at the first Team meeting. Certain information will need to be “edited” in order for the forms to be useable as the team book. If the Rector elects this option for the publishing of the team book, then, after all editing of team book pages has been completed, the Communications Cha will print out the team book (1 for each team member + about 15 extras for team members added after the first team meeting) to be given to the Rector, or his/her designate.

It is the job of the Communications Cha to use the computer and the furnished forms to keep the records as described in this job description. It is also the job of the Communication Cha to prepare the weekly announcement sheets containing the team meeting agenda, and the reminders for the next team meeting. The Rector **may** also assign the job of completing the prayer palanca sheet for the weekend to the Communications Cha.

At the first meeting, the Communications Cha will receive the information sheets from each team member. It is his/her responsibility to get an information sheet from each team member. The Assistant Head Cha should be notified if a Team Member has not filled out or completed an information sheet. After the first team meeting the Communications Cha should compare the information sheets with the computer input form to ascertain the accuracy of the recorded information. Changes should then be made to the previously entered information in the input form, if necessary. At each team meeting, the Communications Cha should receive from the Assistant Head Cha the information sheets on new team members added since the preceding team meeting. These names, along with the other information shown on the information sheets, should be entered on the computer input form, after eliminating any dropped team members, whose names should also be supplied by the Assistant Head Cha.

After the weekend begins, at the Team Meeting on Thursday night, the Communications Cha should ascertain the Team Members, and check them off of the computer input sheet. He should then inquire of the Assistant Head Cha as to Team Members who are not checked off as they may be not present at the Team Meeting. Once it is determined that all Team Members have been accounted for, the computer input sheet becomes the “Certified List” of Team Members attending the weekend. The list must be prepared using **Times New Roman 12 point font** as this will reduce the number of pages that need to be copied by the Fourth Day couple.

THE CANDIDATES

This job will begin at send-off, and the Communications Cha will receive the information sheets from the pre-weekend couple after all Candidates have been accounted for.

Following the meal on Thursday night, the Communications Cha should retire to the office area to begin entering the data supplied on the information sheets into the designated candidate computer input form. It may take longer than time allotted on Thursday night to enter all of the information accurately, and if so, may be concluded the following morning. It may be a good idea for the Communications Cha as well as the Tech Cha to sleep in the beds in the "office" area.

As the weekend progresses and the candidates become more comfortable in their surroundings, the Communications Cha should begin to interview the candidates as to the accuracy of the information on their input sheets. (Experience has shown that some candidates deliberately give incorrect information at send-off, because they may be somewhat intimidated by the information asked for at the time they are asked to complete the information sheets. However, once the candidate sees what Tres Dias is really all about, he/she is more willing to give more accurate information). This process should be accomplished by giving a sheet containing the typed-in information to each table, asking that the list be passed around to each person seated at the table, to "sign-off" on his/her information.

It is also the job of the Communications Cha to keep up with the name of any candidate who leaves a weekend. The name of any candidate who leaves a weekend must be removed from the candidate input sheets.

FINAL PROCESSING:

After all data has been ascertained to be complete and accurate, the Certified Team List and candidate list should be emailed to the Fourth Day Couple, who will then prepare the lists for the Sunday bag. This should be done as early as possible on Friday so as to give the Fourth Day Couple plenty of time to processing the lists and prepare the listings for the Sunday Bag. These **corrected** lists must also be emailed to the Chairman of the Secretariat.

The communications cha should ensure that the completed team and candidate information sheets are turned over to the database administrator as soon as possible after the weekend (at closing, if possible). This increases the

probability of accurate and timely data so that the next rector may easily select and contact possible team members.

OTHER RESPONSIBILITIES

Candidate table assignment form: If the Rector wants this typed instead of handwritten, the Communications Cha should prepare this as soon as the Rector or his/her designate completes a rough-draft of the form. This is done in Excel using text boxes to insert names. It is simple to do. After candidates are at camp, make any necessary changes to table seating – this will be a draft – make copies for team members for team meeting. Rector will review with team and make necessary changes. Make final changes and copies for Rector, BUR, Head, Assistant Head, and Area Heads. Prayer Head and Chapel Head will need a copy ASAP.

Other responsibilities: As you may be assigned by the Rector, the Head Cha, or the Assistant Head Cha.

Access to the printer and printer supplies should be controlled so that we may be good stewards, recognizing that unnecessary use of the printer increases the cost of the weekend. Requests by team members to make copies of palanca letters should be declined in order to preserve ink/toner and paper for your official duties.

SUPPLIES NEEDED

- USB storage device from Leaders' person – Return to Asst. Head on Friday
- Computer
- Printer (with extra ink cartridges)
- Printer paper
- Stapler
- Notepad
- Sticky note pad
- Paper clips
- Desk/table and chair