

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 an Excel spread sheet to be used in entering data, prior to the weekend you will also receive a printer. 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 training and specific instructions during area heads training 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 with their contact information. Upon entering the contact information for each team member received from the Rector this will become the team roster.

It is the job of the Rector to determine if the Communications Cha or someone else will be in charge of preparing or assisting in the preparation of the team book. The forms referred to above have been structured to be the basis for the team book which is furnished for 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. The Rector may also assign 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. The Rector will let you know if they need your assistance on these tasks.

After the first meeting, the Communications Cha should receive the team information sheets from the assistant head cha. It is his/her responsibility to get the information sheets from the assistant head cha. After the first team meeting the Communications Cha should compare the information sheets with the team Excel spreadsheet (team roster) to determine the accuracy of the recorded information. Changes should then be made to the previously entered information in the spreadsheet, 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 spreadsheet, after eliminating any dropped team members, whose names should also be supplied by the Assistant Head Cha.

After the weekend begins, on Thursday night, the Communications Cha should confirm all Team Members, and check them off of the spreadsheet (team roster). Once it is determined that all Team Members have been accounted for, the spreadsheet becomes the “Certified Team Roster” of Team Members attending the weekend. There should also be an excel sheet to add all team and candidates to so the weekend temperature checks can be recorded.(added 8-23-21)

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 Excel spreadsheet on the supplied laptop. **Follow the instructions on the “instructions for entering data tab” on the Excel spreadsheet.**

You should begin first with table assignments of the candidates. With the assistance of the BUR and Support Cha assign each candidate to a table taking into consideration, church, sponsor and relationships. The professors should have already been assigned to their designated tables. If at all possible do not sit candidates from the same church, sponsor or if they are related at the same table. Once you have finished the table assignments you will need to print twenty

copies to have available for the Thursday night team meeting to confirm seating arrangements.

Once the table seating arrangements have been confirmed you may need to make adjustments on the Excel spreadsheet if needed. Please print several of the table seating charts and give to Rector, Head Cha, Support Cha, Rover and all Area Head Chas. Once this step is completed you may complete the remaining steps for entering data for all of the candidates as described in “instructions for entering data tab” on the Excel spreadsheet.

Once you have completed entering all of the data for the candidates, prior to the table seating on Friday morning you will need to print the completed “roster change sheet for Friday” tab on the Excel spreadsheet. You will need one copy of each table to pass out to the candidates so they can review and verify that their information is correct and make changes if needed. You will need to be in the Rollo room with these sheets and some pens when the table seating is being conducted. After the table seating is completed and the Rector instructs you do so, you will need to pass out each sheet to each table and have the candidates “and professors” verify that their information is correct and makes changes if needed.

After all candidate information has been verified and or corrected you will need to make any changes necessary in the Excel spreadsheet. Once this is complete you should now have a complete team and candidate roster with all contact information as well as a table seating chart.

Prior to Sunday you will need to print 125 copies of the team and candidate rosters, without the addresses, as well as secuela flyer. You will also need to print 42 copies of the new Pescadore letter, sponsorship letter and GMTD application. You will need to give all of these copies to the Head Palanca Cha prior to Sunday so they may be able to place them in the Sunday bags. Additionally, you will need to print 100 copies of the “Be a Sponsor” flyer and give to the Head Kitchen to place in each chair for the community at closing.

FINAL PROCESSING:

After all data has been confirmed to be complete and accurate, the Certified Team List and candidate list should be emailed to the Secretariat. Once the list has had verification of being received, then the info sheets are to be destroyed with the supplied paper shredder.

OTHER RESPONSIBILITIES

Serenade List: You will need to make a list that includes all candidates, professors and Rector to be given to the Rector's spouse to read during the Serenade. Please try and meet with the Rectors spouse prior to the Serenade to go over any hard to pronounce names.

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, etc. should be limited in order to preserve ink/toner and paper for your official duties.