

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 Excel Spreadsheets to be used in entering data prior to the weekend. 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 to be entered into the "TeamRoster" spreadsheet.

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 to 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.

At the first meeting, the Communications Cha should receive the information sheets from the Assistant Head Cha. It is his/her responsibility to get

the information sheets from the assistant head cha. After the first¹ team meeting the Communications Cha should compare the information sheets with the “TeamRoster” spreadsheet to determine the accuracy of the recorded information. Changes should then be made to the previously entered information in the “TeamRoster” 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 in the “TeamRoster” 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 with the Assistant Head Cha, and check them off on the “TeamRoster” spreadsheet. Once it is determined that all Team Members have been accounted for, the “TeamRoster” spreadsheet becomes the “Certified Team Roster” of Team Members attending the weekend.

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 “WeekendSpreadsheet” on the supplied laptop. **Follow the instructions on the “Instructions for entering data” tab in the “WeekendSpreadsheet”.**

You should begin first with the table assignments of the candidates. With the assistance of the BUR (backup rector) and the Support Cha, assign each candidate to a table taking into consideration church, sponsor and relationships. The professors and Table Chas should have already been assigned to their designated tables per the Team Book. 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 20 copies of the table diagram in the “WeekendSpreadsheet” 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 to the “WeekendSpreadsheet” if needed. Please print several copies of the final table diagram and give to the Rector, Head 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 the “Instructions for entering Data” tab in the “WeekendSpreadsheet”.

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 “TableRosterChangeSheet” tab from the “WeekendSpreadsheet”. 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 as 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 to do so, you will pass out each sheet to each table and have the candidates “and professors” verify that their information is correct and make changes” as needed.

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

Prior to Sunday, you will need to print 125 copies of the team and candidate rosters, without the addresses, as well as the Secuela flyer. You will also need to print 42 copies of the New Pescadore letter and GMTD application (2-sided). You will need to give all of these copies to the Head Palanca Cha prior to Sunday so that 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 them to the Head Kitchen Cha 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, collect all info sheets for candidates and team members. They are to be placed in the Comm Cha computer bag which will be collected by the Database Manager, or their designee, at the end of the weekend. Any “extra” rosters or other documents with candidate or team information are to be shredded by the Comm Cha prior to the end of the weekend.

OTHER RESPONSIBILITIES

Serenade List: You will need to make a list that includes all candidates, professors and the Rector to be given to the Rector’s spouse to read during the Serenade. Please try to meet with the Rector’s 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 should be declined in order to preserve ink/toner and paper for your official duties.