

COMMUNICATIONS CHA

Duties & Responsibilities

Organization
Georgia Mountains Tres Dias

Revision Date:
June 29, 2026

Classification
Confidential / Internal Use Only

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 facilitates Team Communications through the team social media account and group texts.

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.

Technical skills are encouraged. Microsoft Office & Excel skills are needed to do this position.

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 Communications Cha to use the computer and the furnished forms to keep the records as described in this job description. The Rector **may** 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.

The Communication Cha will assist the Assistant Head in preparing a Tracking Excel for attendance, monies, and forms received during the team meetings. A template for this worksheet will be provided by the Secretariat Database person.

The Communication Cha should assist the Rector in setting up the Team Social Media page. (Facebook) GMTD social media guidelines should be observed. These guidelines can be found on the GMTD.org website.

Prior to the first meeting, the Communications Cha should receive the online team information report from the Secretariat IT. This spreadsheet is sent to the Communications Cha and the Assistant Head Cha weekly during the pre-weekend phase. After the first team meeting the Communications Cha should compare the information spreadsheet 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 have the Secretariat issued laptop computer available to assist Team Members that were unable to enter their information online.

During the Pre-weekend phase, some team members may drop and new ones added. These names, along with the other information shown on the online information report, should be entered in the “TeamRoster” spreadsheet, after eliminating any dropped team members, whose names should also be supplied by the Head or 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 given to the Support Cha who will give them to the Database Manager after 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.