

Calendar Duties

(in the absence of other parties, duties with (CC-e) or (CC-d) refer to the editor and distributor, respectively)

Calendar Coordinator - Editor (CC-e):

- * Determines calendar layout
- * Types up & proofs calendar.
- * Sends Word document to SC & CC-D for QA, who then forward it to IT

Information Technology (IT):

- * Converts Word calendar to Adobe Acrobat
- * Sends Acrobat calendar to CC-d
- * Posts on website and notifies CC-d
- * Sends Acrobat calendar to CC-d

Calendar Coordinator - Distribution (CC-d):

- * Sends notice of adobe calendar on website
- * Sends text calendar to group
- * makes bulletins (see notes below)
- * makes and submits BACSA submissions (see notes below, also send to SC)
- * e-mails bulletins and calendars to reps.
- * perform reps duties for open positions.

Reps:

- * Distribute bulletins and calendars to churches.
 - * Report status to OFFICERS topic
- (items received, calendar & bulletins sent to church, calendar on display)

Social (SC):

- * (CC-d) issue "monthly report" on potential joint events with other groups (non-PACCO)
- * (CC-e) encourage event sponsoring
- * Assist in QC of calendar
- * Assist on calendar as requested

Bulletins:

These need to be short and sweet- two sentences at most. Typically send out 4-5 weeks of bulletins once/month. Examples:

For Sept 2/3 Bulletin:

Bay Area Young Adults: Join us for Tuesday Tennis on Sept. 12. Non-competative. Free. Call John ...

For Sept 9/10

Bay Area Young Adults: Friday, September 15 - Newcomers Welcoming & Games - Meet at 7:00pm at Double Dave's on Bay Area Blvd. just past Space Center Blvd. (next to Eckerd's). Afterwards, we'll go to Chris' house. All newcomers are encouraged to attend. Call Chris (281) 480-5386.

Alliance submissions:

These can be copied straight from the calendar. However, do not send more than 4-5 since BACSA has to sort through events from many member churches. The information must include event type (weekly, monthly, special event), title, day, time, cost, contact name & phone number, and description.

SNAGS

* People tend to submit events late (at the calendar meeting or later). The last minute event coordinating is what causes the most headaches.

* Churches are usually not good about posting the calendar. This needs to be checked. What I should have done is have the rep's call each month that the bulletins and calendars where up & available.

* Bulletins are needed early, usually within a week of the planning meeting. The full calendar may take longer, but having the 4-5 bulletin events early can save a good bit of the crunch.

* Do not under no circumstance put an alcohol based event on the bulletin (for instance happy hour, wine tasting, etc.) St. B's will pitch a fit; they have something against these types of events since they have Alcoholic Anonymous events at their church. The same goes for references to gambling (use "cards" instead).

WORK SAVING TACTICS

** Do not try to fill the calendar ** This is for BAYA members to do (We're just a contact). Sometimes an empty calendar motivates people to sponsor more events. "The officer/coordinator thing is to give people a contact if they needed help or advice with a particular event. And also to give the parishes a contact person if they had a special request of us." One can burn out from doing too much.

** On bulletins, fill a blank week with Tennis ** If nothing's going on, the tennis works well to invite people.

** Consider a closing date ** Some folks believe the FTP calendar should be updated whenever minor corrections are found, but closing the calendar to changes after it's been distributed to the group (except for major changes) and having a deadline for submissions (typically 1 week after the planning meeting) saves a great deal of effort.

** Advice is available ** Several past coordinators are very familiar with the roles and are willing to offer help if a touchy question or issue comes up. They understand past practices (especially with touchy situations), know the St. Mikes and PACCO groups, and are familiar with the church contacts and some of the other YA groups.