**IMA Communication Domain Job Descriptions**

**February 5, 2016**

All members are expected to attend or call in for our monthly communication domain meeting which will be held the Thursday before the domain leaders meeting at 3:00 p.m. at Rising Star. All members are also expected to attend the IMA CAT meeting each 3rd Monday at 5:30 p.m. at the Dunbar Pavilion, 325 W. 2nd Street. If you can’t make it, please be accountable and let someone know as soon as possible.

**Leader - Pastor Amos L. Lewis**

1. Provide leadership to the IMA CAT Council by calling and organizing the domain leaders’ monthly meetings.

2. Coordinate the monthly IMA CAT meeting each month held at the Dunbar Pavilion. Please see check list for details.

3. Provide leadership for the Communication Domain.

4. Be the spokesperson for explaining the purpose of IMA CAT to the public.

5. Be the primary point of contact for the IMA CAT activities.

6. Get the information out to the public about what the IMA CAT is doing.

7. Create and update documents for the IMA CAT - handouts, operating procedures, letterhead, post cards, etc.

8. Work with domain leaders to provide leadership, vision and resources.

9. Produce a weekly newsflash of events happening within the community.

10. Work with media outlets to get coverage for the IMA CAT special events.

11. Facilitate IMA CAT meetings. If absent, the IMA President will facilitate the meeting.

12. Perform other duties as deemed necessary to promote the IMA CAT.

**Co-Leader - Minnette Powell**

1. Assist the leader in carrying out his duties.

2. Post announcements to the FB website.

3. Set up the Information Table for the IMA CAT meeting.

4. Fill in for the IMA CAT Secretary and take the minutes in her absence.\*

5. Fill in for the Photographer and take pictures in his absence.

6. Proofread all documents created by the communication domain leader.

7. Facilitate communication by establishing conference call number and email address for the IMA CAT.

8. Work with the web master to make sure he gets information for the website in a timely manner. For example, a brief write up of the sponsor of the month.

9. Ensure tables and chairs are set up for the meeting.

10. Make sure copies of agendas and other documents are ready for the meetings.

11. Perform other duties as requested by the Communication Domain Leader.

**IMA CAT Secretary – Iris Berry**

1. Take minutes of all IMA CAT meetings.

2. Take minutes of all IMA CAT Domain Leaders meetings.

3. Provide a letter of donation to those who donate funds to the IMA CAT.

4. Ensure tables and chairs are set up on stage for domain leaders.

5. Make labels to identify domain leaders at the table.

6. Read the minutes at the beginning of every IMA Meeting.

7. Perform other duties as requested by the Communication Domain Leader.

**IMA CAT Communication Domain Secretary - Carmen Harper-Young**

1. Work with the Assistant Communication Domain Secretary at the sign-in table.

2. Take minutes of the domain meetings and send them out.

3. Call the Communication Domain members prior to our monthly meetings.

4. Fill in for the IMA CAT Secretary and take the minutes in her absence.\*

5. Perform other duties as requested by the Communication Domain Leader.

**Assistant Secretary - Wynona Mixon**

1. Welcome and sign in members and guests to the meeting.

2. Count the number of people who signed in.

3. Maintain a master roster of all members.

4. Call members prior to the monthly meeting.

5. Serve as back up for the Communication Domain Secretary.

6. Perform other duties as requested by the Communication Domain Leader.

**Publicity Team** (Effie Gregory, Annie Sykes, Terry Thomas, Dwight and Pamela Dean, Laura Fairbanks, Tasha Simms, etc.)

1. Remind the community of our monthly meetings on KXCI, 91.FM.

2. Work with Access Tucson to arrange for IMA CAT leaders to get exposure and promote the IMA CAT.

3. Serve as the POC for various newspapers like Arizona Informant, Tucson Citizens, Arizona Daily Star, etc.

4. Serve as the POC for Channel 12.

5. Contact other media sources as needed for the IMA CAT.

6. Promote the IMA CAT through printed and electronic media - post cards, flyers, etc.

7. Count the actual number of people at the IMA CAT meetings.

8. Perform other duties as requested by the Communication Domain Leader.

**Photographer (Joe Jackson and Barney Murray)**

1 Take pictures of people at our monthly meetings.

2. Send them to the co-leader to be posted on social media.

3. Send them to the webmaster so they can be posted on the website.

4. Take an annual group photo of the IMA CAT leaders and members.

5. Perform other duties as requested by the Communication Domain Leader.

**Web Master (Pastor William F. Dixon)**

1. Maintain the website for the IMA CAT.

2. Post sponsor of the month information.

3. Post weekly newsflash.

4. Post updated church directory as needed.

5. Post pictures of various IMA CAT meetings and events.

6. Perform other duties as requested by the Communication Domain Leader.