WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Communications**	COMMITTEE #:	**105**
RESPONSIBLE TO:	International President	AREA:	I
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:
This chairman works closely with the Rally Manager and all officers to gather, publish and disseminate information to facilitate communication before and during the International Rally. Such information must be of high creditability, general interest, and should be reinforced by local news stations where feasible. Includes pre-rally communications, oversight responsibility for Rally News, and Coordinates with MC for evening announcements.

COORDINATE WITH:
Rally Manager, all officers, Committee Chairs, Copy Center, Master of Ceremonies for Evening Announcements.

SPACE ARRANGEMENT:
None

EQUIPMENT NEEDED:
None

SUPPLIES NEEDED:
Dependent upon number of issues, with quantity increasing in relation to number of Airstreams parked, ranging from 100 to 300 copies per issue. Miscellaneous supplies such as paper, paper clips, stapler, etc.

COMMITTEE REPORTS:
Rally Committee Final Report is to be submitted to Coordinator of Group and the Copy Center by the next to last day of rally.

GENERAL OPERATING PROCEDURES:
1. Solicit, accumulate, edit, publish and distribute information of general interest.
2. Respond to queries from members in response to communiqués.
3. Determine best channel(s) for communicating items of interest and coordinate dissemination of information via FaceBook, Twitter, Texting and rally website.
4. Place box at Member Services for members to submit items for sharing.
5. Compile news items and prepare daily Rally Newsletter for publication.