

**ALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Host-to-Host	COMMITTEE #: 135
RESPONSIBLE TO:	President	AREA: I
EFFECTIVE DATE:	September 2019	

RESPONSIBILITY:

Prepare a program whereby a WBCCI member and Rally Site resident are connected for friendship and entertainment while WBCCI is in the site city.

COORDINATE WITH:

Rally Manager, Tables and Chairs, Sign Shop, Chamber of Commerce, Visitor Bureau or the host city's organization that the WBCCI Rally Committee is working with such as Rotary, Lions, Kiwanis, etc.

SPACE ARRANGEMENT:

Space is needed for the initial reception and the final potluck that will include tables and chairs for each participant. For example, if 15 WBCCI members and 15 locals are participating, tables and chairs would be needed for as many as 50-60 participants (considering most are couples). The Committee Chair will coordinate with the Rally Manager the number of tables and chairs needed.

EQUIPMENT NEEDED:

None.

SUPPLIES NEEDED:

Guest Badges for local hosts to give them entrance into all rally activities. Each local host also needs a rally program. Normal office supplies, postage and printing of necessary materials as needed. May need signs from the sign shop.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURE:

The goal of this Committee is to introduce people living in the area near the WBCCI International Rally to the WBCCI Way of Life. This will also familiarize WBCCI members with the local residents' Way of Life.

1. Prepare articles for publication in the Blue Beret requesting persons interested in this type of program to reply to the Committee Chair.
2. Request a biography from each WBCCI member to be forwarded to the local host coordinator who will match their local hosts to our WBCCI hosts.
3. Each couple will be provided their host couple's email addresses and phone numbers and will be free to arrange visits as they seem inclined to do.
4. Plan a final get-together at the end of the Rally. Also consider a reception put on by the local hosts, a pot luck involving all participants or an informal luncheon at a local restaurant.
5. Distribute a comment/survey sheet to all participants at the end of the rally to obtain feedback on the program.
6. This program will be limited to 25 WBCCI members and 25 families from the local community. If the program proves to be a successful one, consideration can be given to increasing the number.