WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Rally Management**	COMMITTEE #:	**165**
RESPONSBLE TO:	President	AREA:	I
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:
Develop and manage rally plan based upon International President goals, site assessment, projected attendance, and the established budget. Schedule and facilitate rally planning team conference calls. Schedule and allocate space for approved activities.

COORDINATE WITH:
International Rally Committee, All Committee Chairs, Corporate Manager, Rally Site Liaison(s), Local Chamber of Commerce and/or Visitors Bureau, local vendors if needed for tables, chairs, pipe and drape, etc.

SPACE ARRANGEMENT:
None

EQUIPMENT NEEDED:
Computer and printer (personal), two-way radio, golf cart (optional), multiple sets of keys to all buildings and rooms on rally campus.

SUPPLIES NEEDED:
Printer paper, poster board, markers, blue tape.

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:
1. Coordinate all aspects of planning the International Rally.
2. Facilitate communication between International Rally Committee, Committee Chairs, and all other entities.
3. During the Advance Caravan visit to the rally site, collect all necessary documentation related to available spaces including sizes, capacities, and amenities available.
4. Schedule and facilitate conference call meetings with the International Rally Committee.
5. Work with the International President and the Rally Committee to coordinate recruitment of committee chairs and plan activities.
6. Determine use of spaces for presentations, contests, meals, and all other activities at rally site.
7. Determine the number of available spaces for presentations and round tables; coordinate scheduling these with the Presentations/Roundtables Chair.
8. Prepare layouts for the Vendor area, Check In, Stage/Auditorium areas, Member Services, Friendship Center, Flea Market, etc.
9. Determine stage size and location and coordinate set up with rally site liaison.
10. Coordinate with rally site liaison on initial set up of tables and chairs.
11. Communicate dining options to Regions and other groups to coordinate and schedule rally meals.
12. Maintain the master schedule for the rally program.
13. Work with Program Editor on schedule for rally and all other material needed for Rally Program.
14. Provide schedule and coordinate receipt and distribution of other information as needed for Rally Communiques, Blue Beret article, event apps (i.e., Grupio), Member Services Knowledge Base and others as requested.

15. Verify sufficient power and lighting are available for scheduled activities.
16. Request sufficient sets of keys for rally and maintain inventory of keys.
17. Be available during rally for trouble shooting and problem solving.