WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Region Officers Workshop**	COMMITTEE #:	**180**
RESPONSIBLE TO:	President	AREA:	I
EFFECTIVE DATE:	September 2018		

RESPONSIBILITY:
Arrange a workshop with presenters and group discussions to provide information to the Region Presidents, Vice Presidents and Vice Presidents-elect.

COORDINATE WITH:
Rally Manager; Corporate Manager; Presentations; Region Officer Partners Workshop; Luncheons/Dinners; Tables and Chairs; and AV-Presentations.

SPACE ARRANGEMENT:
One room of 1400 sq. ft.

EQUIPMENT NEEDED:
Tables and chairs for 42 people arranged in a “U” shape;
Microphone (lapel preferred);
Projector and Screen;
Additional tables and chairs for luncheon area or dining space at rally site.

SUPPLIES NEEDED:
Extension cord, handouts for participants.

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 PROCEDURES:
1. Develop the workshop’s needed topics (e.g., budget; membership; Constitution & Bylaws; public relations) from discussion with Corporate Manager.
2. Work with the Rally Manager on the meeting schedule, location and duration.
3. Arrange presenters to address selected topics.
4. Invite International Officers to briefly address attendees.
5. Invite all Region Presidents, Vice Presidents and Vice Presidents-elect to the workshop.
6. Before the meeting, prepare and disseminate electronically to invitees and presenters the following: agenda, presenters list, topics, and supporting materials, if any.
7. Recruit an assistant to take minutes of the meeting/workshop to send to all absent invitees.
8. At the meeting, introduce presenters and moderate meeting discussions.
9. Coordinate with Luncheons/Dinners Chair and Region Officer Partners Workshop for luncheon following workshop.