

**WALLY BYAM CARAVAN CLUB INTERNATIONAL  
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	<b>Friendship Center</b>	COMMITTEE #	<b>220</b>
RESPONSIBLE TO:	1 <sup>st</sup> VP	AREA:	II
EFFECTIVE DATE:	November 2018		

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**RESPONSIBILITY:**

Set up, staff and supervise an area or areas set aside as a place for friends to gather for fellowship and casual entertainment.

**COORDINATE WITH:**

Rally Manager, Tables and Chairs, Local Concession Manager or Caterer.

**SPACE ARRANGEMENT:**

Large open room at least 3,800 square feet. The Center needs to be in or near the general flow of Rally activities. It serves no purpose located away in a remote location.

**EQUIPMENT NEEDED:**

10 tables with seating for 2-4 per table

**SUPPLIES NEEDED:**

Table Coverings, washable  
Decorations to carry out rally theme

**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. Requisition needed supplies and services through an Executive Committee member.
2. Schedule space use for groups or potlucks if necessary.
3. Confirm rally site contract conditions for space use and food vendors with the Rally Manager. There may be limitations on who can serve within the contract.
4. Secure and schedule volunteers, couples preferred, to staff the friendship center acting as hosts. These people should be identifiable in some way (vests, arm bands, hats).
5. Depending on available facilities, there may be more than one friendship center although not advisable as this means duplication of materials, signs, chairs, manpower, etc.
6. Maintain clean, pleasant, attractive and well supervised areas(s) at all times.
7. Provide attractive, washable, table covers and decorations for the area in keeping with the rally theme.
8. Friendship Center should be operational by the first day of general parking and should not be used for registration.