

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

COMMITTEE NAME: **Installation of Officers and Closing** COMMITTEE #: **230**
RESPONSIBLE TO: 1st Vice President AREA: **II**
EFFECTIVE DATE: October 2018

RESPONSIBILITY:

Supervises the Installation Ceremony and Closing to ensure that all facets of this operation run smoothly. Prepare detailed plan for conducting the Installation of Officers and Closing Ceremonies for approval by the 1st Vice President. This plan will include but not be limited to the following: Installation and Closing Procedures; Master of Ceremonies dialogue for both ceremonies; line up of participants by title and position for entry to the stage; coordination of rally chairman involved in the ceremonies; and providing copies of the procedures to all ceremony participants as early as possible prior to the ceremony.

COORDINATE WITH:

Rally Manager, Stage Manager, Audio/Visual-Main Stage Chair, Tables and Chairs, Building Security, Master of Ceremonies, 1st Vice President, Immediate Past International President.

SPACE ARRANGEMENT:

Arena stage; nearby room at opposite end of arena from stage to assemble participants for entry line-up. Minimum stage area should be 40' x 60'. The Installation orientation area should be of sufficient size to place the chairs in the same manner and number as required on stage. Participants will then be seated the same in both places.

EQUIPMENT NEEDED:

65 chairs, 2 tables, 1 microphone, podium

SUPPLIES NEEDED:

Printing of 40 sets of instructions (12 pages each)
9 Trophies/Plaques for Past President, Past Recording Secretary, Past Treasurer, and 6 Past Region Presidents)

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 the 1st VP.
2. Prepare procedures/script for approval by 1st Vice President and coordinate any special requirements requested by 1st Vice President.
3. Update instructions for participants as needed.
4. Notify all participants of time and place to assemble for pre-ceremony instructions.
5. Coordinate with all committees listed above to insure smooth program operation and their assistance.
6. Establish an Orientation Area in close proximity to the stage with the same seating arrangement as it will be on the stage.
7. Insure that instructions are given for the proper placement and/or relocation of the podium during the ceremony.
8. Assemble badges and services awards for presentation as needed.
9. Assemble all WBCCI Club participants in this area no less than 1 hour and 15 minutes prior to the opening ceremony time.
10. Check with the MC and the Stage and Audio-Visual Chairs as to the Installation and Closing Ceremony's chair arrangement, podium, and provide copies of the script.

11. Arrange for a person to be at the bottom of each set of stairs to the stage for assistance going up and down.
12. The flags will be retired and the outgoing President will give a short speech.
13. The outgoing International President will declare the rally closed.
14. Insure a **gavel** is available at the podium where the President will speak.