

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

COMMITTEE NAME:	<b>Rally Volunteer Coordinator</b>	COMMITTEE #:	<b>255</b>
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	October 2918		

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**RESPONSIBILITY:**

Coordinate the need for volunteer help with the Committee Chairs with volunteers seeking a job.

**COORDINATE WITH:**

Committee Chairs, Table and Chairs, Rally Manager, Copy Center, Sign Shop, Property Logistics

**SPACE ARRANGEMENT:**

Table at Check In; moved to Member Services after Check In closes.

**EQUIPMENT NEEDED:**

A box for drop-off/pick-up of forms.

**SUPPLIES NEEDED:**

Approximately 100 copies of forms requesting volunteers and forms for volunteers to complete requesting a job.

**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. Check inventory of forms from previous year; update if needed and have printed.
2. Print up to 100 copies for use; half sheet format.
3. Get signs from Sign Shop.
4. Get pick up boxes from Property Logistics.
5. Recruit volunteers to staff tables at Check In and then move to Member Services after Check In closes.
6. Match volunteer requests with Committee Chair requests.
7. Contact members with job possibilities.
8. Contact committee chairs with volunteer prospects.