

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

COMMITTEE NAME:	Tours	COMMITTEE #:	270
RESPONSIBLE TO:	1 st Vice President	AREA:	II
EFFECTIVE DATE:	October 2019		

RESPONSIBILITY:

Coordinate Professional Bus Tours; set up guidelines for minimum numbers, payment, times of tour and other items that may occur in the discussions.

COORDINATE WITH:

Tour companies and/or bus companies to schedule tours; Corporate Headquarters; Rally Manager; Program Editor; Communications Chair

SPACE ARRANGEMENT:

A small (1/2) table in the sign-up line during Check In.

EQUIPMENT NEEDED:

Easel for sign, and 6 clip boards.

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. Approximately six months prior to the rally contact the chamber of commerce or visitor bureau servicing the rally site and obtain names of professional tour operators.
2. Call each operator and determine if they offer day tours and, if so, to where and approximate costs. Have each company send you a sample of two or three tours and the costs. Evaluate the responses and obtain references if possible. Select ONE company and work with them only.
3. Determine from the company where the most popular tours go and if you know something about the region, put in your ideas.
4. Work with the Rally Manager to determine the number of tours to be offered and when. Schedule will be determined by the dates of opening ceremony and other events at the rally.
5. Work with Corporate Manager for payments if deposits are required by tour company for tours.
6. Determine how members will sign up for tours: paper forms, on-line registration, etc.; and how they will pay for the tours. Headquarters has set up a PayPal account for the tours.
7. Discuss with Corporate Manager how payments are to be collected and deposited into Tour bank account.
8. Provide an article for the Blue Beret describing the tours. This can also be used in the rally communiques.
9. Post updated information on the rally website as tours develop or changes occur.
10. Maintain good records of who paid how much for what tours. JotForm or some other web-based form is a good method for tracking. Contact the Information Technology committee (itc@airstreamclub.net) for assistance with setting up forms.
11. Obtain checks for tour companies from Corporate Headquarters office at rally.
12. Meet the tour director at the bus each day of the tour and verify roster of attendees. See the bus off.
13. Provide a short tour evaluation to the tour director so that you can use the data for a future planning.
14. Provide a final accounting to Corporate Manager of monies collected and paid for tours.