WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Bicycle Excursions**	COMMITTEE #	**305**
RESPONSBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	January 2019		

RESPONSIBILITY:
To provide WBCCI members at the International Rally information on available bicycle paths and excursions in the community.

COORDINATE WITH:
International President, Rally Manager, Vendor Procurement Committee, Rally Site City Officials, Chamber of Commerce, Rally Promotions, Rally Volunteers Coordinator, Sign Shop, Sign-up Tables, Rally Newsletter, Program Editor

SPACE ARRANGEMENT:
Space near sign-up area during Check In

EQUIPMENT NEEDED:
Sign-up table and two chairs.

SUPPLIES NEEDED:

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. Contact rally Chamber of Commerce and/or City Officials, Parks & Recreation, Transportation Office, Visitor's Bureau, etc. to locate and gather information on bicycle paths, fun destinations, and highlights of bicycle resources in the community.
2. Work with Vendor Procurement Committee and International President to secure a bicycle shop to provide an exhibit booth and support for sales/rentals of new and used bicycles, bicycle repairs, bicycle accessories and discounts for WBCCI Members.
3. Scout paths and recruit committee members to coordinate rides.
4. Submit request to Sign Shop for any needed signs for display.
5. Set up a display, answer questions and have hand-outs with info and scheduled rides at the "Sign Up" tables during Check In and at Member Services Table.
6. Submit information on Bicycle Excursions to Program Editor for inclusion in the printed program.
7. Post information in the exhibit hall or other public areas.
8. Post signs for gathering place for bicycle rides.
9. Lead bicycle excursions.