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

COMMITTEE NAME:	**First Timers Info/Reception**	COMMITTEE #:	**315**
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Greet, welcome and assist First Timers to obtain the maximum best experience at their first International Rally. Mingle with First Timers' at Registration to make them feel welcome.

COORDINATE WITH:
Rally Manager, Sign Shop, Tables and Chairs

SPACE ARRANGEMENT:
Large enough room to accommodate the First Timers attending the International Rally. This number will vary each year.

EQUIPMENT NEEDED:
Enough tables and chairs for the expected number of attendees
P.A. System

SUPPLIES NEEDED:
Hand-outs, Signs, Refreshments

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. Prepare an email/letter to be sent to all registered First Timers including information about the rally and the First Timers Reception. Include information that they will need prior to arriving at the rally such as: what equipment to bring, signing up for tours, tank management, etc.
2. Ask Rally Manager or Corporate Manager for a list of all First Timers including email and street addresses.
3. After you know the number of First Timers attending the rally, coordinate with Rally Manager a time and place for the Reception that will hold at least 80% of the expected attendees. Make arrangements for refreshments. Reception should be held on the Opening Day of the rally so that attendees get information they need as early as possible.
4. Send or have Headquarters send emails/letters to all First Timers.
5. Prepare content to be included in the Rally Communiques targeting First Timers. Also provide content for rally website about First Timer experience, including FAQs. Send both of these to Rally Manager for inclusion.
6. Discuss with President the budget for the First Timers Reception.
7. Invite all Executive Committee Members to the reception. Ask them to "host" tables to answer questions from attendees.
8. Prepare a short presentation for the reception about some of the highlights of the rally that first time attendees may not be aware of, such as: how pump outs work, what business meetings are held and why, how to find friends at the rally, what Member Services can offer, how to read the program, etc.

9. Post a sign at Check In about the First Timers Reception.
10. At the reception, introduce EC members present, give short presentation, open floor for questions, then allow time to socialize.