WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Technical Support**	COMMITTEE #:	**360**
RESPONSIBLE TO:	2nd VP	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Provide technical Seminars designed to help the members better understand the operation, care and maintenance of their RVs. Set up and operate a "TECH HELP DESK" to assist members in solving specific problems they are having with their RVs.

COORDINATES WITH:
Rally Manager, Tables and Chairs, Audio/Visual – Presentations

SPACE ARRANGEMENT:
1 large room for Technical presentation, space for Tech Support Help Desk

EQUIPMENT NEEDED:
Sound System, Portable Microphone, podium and 125/175 chairs

SUPPLIES NEEDED:
Sign for help desk reading "TECH HELP DESK", Projector or Blackboard or large display paper pad with stand

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. Recruit committee members to staff Technical Support Help Desk and assist with presentations.
2. Contact Rally Manager to arrange for space and time in schedule for technical presentations.
3. Set up Tech Help Desk and prepare a schedule of committee members to staff it.