WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Carpentry** COMMITTEE #: **400**
RESPONSIBLE TO: 3rd Vice President AREA: 4
EFFECTIVE DATE: February 2019

RESPONSIBILITY:
Construct and perform all requirements pertaining to carpentry work. Assist with unloading Cargo trailer. Organize, set up, and manage safe work area and practices for carpentry committee work for Rally.

COORDINATE WITH:
Rally Manager, Property Logistics, Sign Shop, Stage Manager, other Rally Committees.

SPACE ARRANGEMENTS:
900 sf open space with direct access to vehicles

EQUIPMENT NEEDED:
Table saw, mitre saw, skill saw, electric drills, battery screw drivers, and misc. small hand tools.

SUPPLIES NEEDED:
Lumber, plywood, dry wall screws

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. Volunteers on this committee must be capable of lifting up to 50 lbs. dead weight and have the ability of working on a ladder.
2. Assist with unloading Cargo trailer at beginning of rally.
3. Organize and setup safe work area for carpentry machinery, materials storage, and projects.
4. Maintain hearing and eye protection at all times when using or assisting with power saws.
5. Respond to requests to construct or repair items for Rally. Review new items requests with 3rd Vice President.
6. Help with bulletin boards, counter tops, easels for Art Exhibit, Print Contest and History Display. The bulletin boards are made from 4'x 8' sheets mounted on frames.
7. Construct and install ramps over water and electrical lines and other construction items required for personnel safety.
8. Prepare the necessary flag stands to be used for Opening and Closing Ceremonies.
9. Prepare and install stage backdrop.