WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Grounds After Rally**	COMMITTEE #:	**405**
RESPONSIBLE TO:	3rd Vice President	AREA:	4
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Ensure that the rally grounds are left free of all debris which may have been generated during the rally.

COORDINATE WITH:
Rally Manager, Sanitation, Traffic Control, Property Logistics and other committees as required.

SPACE ARRANGEMENTS:
none

EQUIPMENT NEEDED:
none

SUPPLIES NEEDED:
Plastic gloves, plastic trash bags

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. At end of rally, inspect entire area used for rally parking and other outdoor activities.
2. Remove all trash, sticks, bottles, cans, paper, boxes and similar items.
3. Remove remaining boxes and other containers installed by rally personnel and dispose of these as directed by the Property Logistics Chair.
4. Place all gathered debris in designated location for pickup by contractor personnel.
5. Report any damage to owner's property to Headquarters Office and Rally Manager as soon as discovered.
6. Secure all gates as necessary.