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

COMMITTEE NAME: **Message Center** COMMITTEE # **410**
RESPONSIBLE TO: 3rd Vice President AREA/GROUP: **4**
EFFECTIVE DATE: February 2019

RESPONSIBILITY:
The committee is responsible for organizing, supervising and operating a message center for receipt of messages for WBCCI members at the International Rally. The Message Center will deliver messages to the Rally Committees, Coordinators, International Committee Chairmen, Traffic Control, and those working in an official capacity.

COORDINATE WITH:
Sign Shop, Property, Chairs and Tables, Vehicle Procurement, Member Services, Mail Service and Rally Secretaries.

SPACE ARRANGEMENT:
Space for table and chairs, with easy access to golf cart parking.

EQUIPMENT NEEDED:
1 Golf Cart
1 Table and 4 chairs
Area with electrical outlet

SUPPLIES NEEDED:
Minimum of 500 6 ¾" envelopes
2 metal message center signs sign (stored in Property)
1 spiral membership directories (from Rally Secretaries)
2 easels (from Property)
1 trash can (from Property)
Clothes pins and string to hang messages on Airstreams (in supply box)
Notebook to organize: workers, locator sheets, maps, tally sheet, etc.
Red Basket or box for messages to be delivered.

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. Identify and confirm committee members well in advance of the Rally
2. Obtain supplies and services from Property Logistics and Rally Secretaries.
3. Retrieve Message Center signs from Sign Shop, return signs to Sign Shop by day before end of rally
4. Issue Message Center hats to members when on duty, collect from members by 2 days before end of rally
5. Retrieve items from Property Logistics and return them by day before end of rally

   a. boxes of supplies
   b. metal message center signs
   c. trash can
6. Contact Computer Services for a list of all members attending the rally with cell phone numbers. This list is confidential and is used only for contacting members for message delivery.
7. Begin operations when Locator Reports are posted
8. Hours of operation are when Member Services is open
9. Coordinate message center volunteers with work schedule
10. Daily procedures:
   a. Set out red basket for requested delivery of messages/cards or documents
   b. Obtain golf cart from Vehicle Procurement
   c. Obtain package slips in morning and after 1:00 pm from Mail Services for delivery
   d. Put small messages in sealed envelope as needed.
11. Procedure on messages to be delivered:
   a. Check location with locator sheet,
   b. Put location and WBCCI # on upper right hand corner of message/envelope
   c. Deliver message.
      1. Attach message to door of Airstream, using clothes pin and string.
      2. If recipient not on site yet, put in hold box and check daily.
      3. If recipient off-site then text or call and advise of message to be picked up.
   d. Tally messages received and delivered daily.
   e. Follow through on undelivered messages daily for recipient arrival location.
12. Return equipment items to Property Logistics by the day before end of rally
13. Return unsent messages to Rally Secretaries office the day before end of rally.