

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME: **Property Logistics**
RESPONSIBLE TO: 3rd VP
EFFECTIVE DATE: October 2019

COMMITTEE # **415**
AREA **4**

RESPONSIBILITY:

Supervise loading, unloading and staging of club equipment stored in Cargo trailer. Provide task force manpower as required to safely handle unloading and loading of heavy (>70#) crates. Organize and maintain property remaining on trailer and in staging area. Transport material to and from Committee locations as appropriate.

COORDINATE WITH:

Rally Manager and all Rally Committees having material stored in club Cargo trailer.

SPACE ARRANGEMENT:

Area for Cargo trailer unloading will vary with each rally site. Staging and management requires approx 1,000sf for cargo crates and non-crated objects.

EQUIPMENT NEEDED:

Pallet jack and hand trucks (already on Cargo truck). 2 Tables and 6 chairs. Golf Cart type vehicle with box or bed on rear for transporting heavy boxes. Vehicles shall be shared by Cargo, Carpentry and Sign Shop.

SUPPLIES NEEDED:

Expendable items such as duct tape, nails, screws, markers.
List of Committee Chairs (with contact numbers) and Committees Space Assignments.

COMMITTEE REPORT:

Provide the Rally Committee Final Report to Copy Center by day before end of rally.
Turn in any Cargo Inventories to Headquarters at end of Rally.

GENERAL OPERATING PROCEDURES:

1. Obtain and provide to Corporate Manager at least three (3) bids for the movement of cargo trailer from the present rally site to the next-scheduled location.
2. On arrival, determine Cargo trailer unload area and locate various committee operating areas.
3. Obtain Cargo trailer key(s) from Rally Manager or 3rd VP.
4. Maintain Cargo trailer and key security throughout event for safety and to prevent unauthorized access to Cargo trailer's content.
5. Establish staging and storage location for groups of crates as follows:
 - a. Amateur Radio
 - b. Band
 - c. Carpentry

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- d. Sign Placement
 - e. Sign Shop
 - f. All others
6. Provide at least ten able-bodied volunteers to assist in safely unloading of Cargo trailer, including handling heavy (>70#) crates.
 7. Supervise unloading cargo crates to staging or storage locations.
 8. Unless otherwise requested, move materials/crates to appropriate areas for Rally Chairs.
 9. Coordinate the return of materials/crates to staging area for reloading onto Cargo trailer.
 10. Supervise loading cargo crates and materials onto Cargo trailer.
 11. After rally make a final survey of grounds for crates/materials belonging on Cargo trailer.
 12. The large trailer must be weight-certified after it is loaded, to ensure it's within DOT weight specifications, before being sent to the next rally site.
 13. Turn in copy of all Committees' final inventories to Rally Manager.