WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Vehicle Procurement** COMMITTEE #: **455**
RESPONSIBLE TO: 3rd Vice President AREA: 4
EFFECTIVE DATE: February 2019

RESPONSIBILITY:
Obtain and provide carts or motor vehicles necessary for the rally. Arrange the relocation of Cargo trailer to the next rally site.

COORDINATE WITH:
Rally Manager, Rally Arrival Team, Sanitation, Property Logistics, Traffic Control, Sign Shop, Member Services

SPACE ARRANGEMENTS:
Park committee members near each other for ease of providing fuel services to vehicles. Space is also required to permit the parking of rally vehicles adjacent to that location for proper control and security purposes.

EQUIPMENT NEEDED:
none

SUPPLIES NEEDED:
Fuel, oil and services necessary to maintain the vehicle fleet in operating condition.

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. Make necessary arrangements to rent/lease vehicles and carts to meet minimum requirements.
2. Schedule vehicle use to maximize utilization by transferring units between committees as requirements change.
3. Wherever possible encourage committee members to utilize their private vehicles on rally business and provide fuel for same.