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

COMMITTEE NAME:	**Copy Center**	COMMITTEE #:	**500**
RESPONSIBLE TO:	Recording Secretary	AREA:	V
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Verify, record, reproduce all pre-rally and rally printing for secretarial staff, Officers and all Committee Chairs. Prepare necessary record files for above personnel. Work closely with the International Recording Secretary, her staff and Headquarters staff.

COORDINATE WITH:
Rally Manager, International Recording Secretary (IRS), Headquarters, Table and Chairs, Property Logistics

SPACE ARRANGEMENT:
Room approximately 20' x 40' with GOOD lighting, preferably a room that can be locked. Each machine must have its own circuit plus several other electrical outlets. Room should be air conditioned and humidity controlled. Space needs to be near the club offices.

EQUIPMENT NEEDED:
2 copy machines with the following features:
Sorter, automatic feed, duplexing, hole punch, stapler, enlargement and reduction capabilities, cassettes: 8-1/2 x 11 (letter size) 8-1/2 x 14 (legal size) and 8-1/2 x 17 (ledger size) and a 2,000-capacity letter 8-1/2 x 11 cassette with maximum speed possible.

SUPPLIES NEEDED:
Normal office supplies

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. Get copy of the copier contract from IRS.
2. Determine office hours based on the other Rally Offices and needs for the rally. Rally Arrival Team (parking) may need reports printed each evening for next day's activity.
3. Recruit sufficient personnel to staff the office and machines in order that all will have time to enjoy the rally.
4. Work with IRS on delivery and set up of copier equipment.
5. Coordinate acquisition of copy paper with WBAC Corporate Manager.
6. Set up training for all committee members on copier equipment.
7. Prepare a schedule for committee members to staff copy center.
8. Work with Rally Headquarters and IRS on pre-rally printing needs for meetings.
9. Give top priority to printing for the Executive Committee, IBT and Delegates meetings due to the short preparation time.
10. Work with IRS to determine a charge, if permitted, for all copies not pertaining to the Rally or club business.
11. No masters are kept in the Copy Center.
12. Scan all Chairs' Committee reports and Cargo Inventories into two separate files. Provide new IRS and Corporate Manager with electronic copies of both.