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

COMMITTEE NAME:	**Credentials**	COMMITTEE #:	**505**
RESPONSIBLE TO:	Recording Secretary	AREA:	V
EFFECTIVE DATE:	October 2019		

RESPONSIBILITY:
Manage the distribution of the appropriate ribbons to International Officers, Region Officers, Unit Presidents, Standing Committee Chairs, Past International Officers, and Rally Committee Chairs (including Committee Member ribbons as requested by Chairs). Manage the vetting of Delegates and issuance of ribbons and credential for Delegates.

COORDINATES WITH:
Delegates Meeting Chair, Property Logistics, Rally Manager, Sign Shop, Tables and Chairs, and Headquarters

SPACE ARRANGEMENT:
Arrange with Rally Manager for a secured area with room for 6 workers. Also need space at Check In for this committee to work.

EQUIPMENT NEEDED:
4 chairs and 2 tables

SUPPLIES NEEDED:
Pens, pencils, envelopes, rubber bands, file folders, etc. Supplies from previous year will be in Credential Cargo box.

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. Recruit committee members to work at the credentials table at Check In and at the Delegates Meeting. Prepare schedule for committee members to insure adequate coverage of all shifts.
2. Contact Property Logistics for all cargo boxes marked “Credentials” containing supplies from previous year. Inventory supplies and determine what is needed for this year. Get approval from Recording Secretary to purchase additional supplies.
3. Work with Copy Center to print signature sheets for all ribbons issued and official credential seating passes (making certain date and place are changed).
4. Contact Sign Shop for signs held from previous years (order others as needed).
5. Contact Headquarters staff for boxes of ribbons, voting strength and club directory.
6. Prepare job description for each work station with detailed instructions.
7. Prepare envelopes with titles and names typed on top, must be ready for proper ribbons.
8. At Check In:
    a. Issue the following ribbons to club officers:
        - International Officers
        - Standing Committee Chairmen
        - Region Officers
        - Unit Presidents
        - Past International President
        - Past International Officers

Have officer sign appropriate signature page and, if appropriate, indicate year and office held.

b. Issue the following to Rally Committee Chairs:
   - Committee Chair receives two Chair ribbons (why two?)
   - Ask number of committee member ribbons needed and list the number given on the chair sheet

   Have Chair sign sheet after their committee name

c. Distribute all Handicap, Caravan Leader, Vendor and guest badge ribbons to the appropriate chairs.

d. Process all Delegates' credentials and issue ribbons:
   i. Look at badge and be sure name is same as on Delegate Authorization Form. Check name in WBCCI Directory to ascertain that International Dues are paid through the unit listed (last number following their name is their unit number). WBCCI Region and unit numbers will be noted above the Unit name on signature page, i.e. (03-031).
   ii. Record the region and unit numbers in the upper left corner of the authorization sheet. Record the voting of the unit above the checker's initials in upper right corner.
   iii. Write in credential name, unit and voting strength; check for correctness.
   iv. Have delegate or alternate sign for credential. If signature is not legible, print name above signature.
   v. Give the delegate their credential for seating, a delegate's black ribbon and a tally sheet showing the voting strength of all units. For an alternate, give the alternate their credential for seating and an alternate's yellow ribbon.

9. Prepare a report of unit representation for the delegates meeting supervisor and be present at the meeting to assist as needed.
10. Fill in all information needed on sign up sheets, delegates' sheets and passes, and envelopes needed for proper ribbons. Fill in voting power, when available, on delegate sheets and passes.
11. Order any materials not prepared in advance from Copy Center.
    a. All sign up sheets are on file under credentials. Quantities needed:

1	International Board of Trustees
1	Standing Committees
2	Past International Officers
2	Region Officers
8	Unit Presidents
8	Committee Chairs
14	Delegates & Alternates

    b. Seating Passes Quantities:

250	Delegate & Alternate Seating Passes (check location & data)

    c. Be sure all dates are correct.
12. All delegate and alternate passes must be signed by Credential Registrar (chair).
13. Delegate and alternate sheets must be ready for delegate supervisor the day before the Annual Business Meeting.
14. All equipment and property must be returned to Property Logistics when office is closed.
15. Unused ribbons are counted and taken to the Headquarters staff office with a disbursement report.

CREDENTIALS RIBBON INVENTORY

Designation	Color	Left in Box	Total Needed	Add to Box
International Officers	**Red, White & Blue**		**15**	
Standing Committee	**Orange**		**40**	
Region Presidents	**Red with Gold printing**		**15**	
Region Vice Presidents	**Red with Silver printing**		**30**	
Unit Presidents	**Medium Blue**		**110**	
Past International Presidents	**Gold**		**10**	
Past International Officers	**Silver**		**20**	
Ushers	**Pink**		**0**	
Handicapped	**Teal**		**0**	
Committee Chairs	**Bronze**		**110**	
Committee Members	**Dark Maroon**		**500**	
Delegates	**Black**		**110**	
Alternates	**Yellow**		**110**	
Caravan Leaders	**Green**		**50**	

RETURN ALL UNUSED RIBBONS TO WBCCI HEADQUARTERS

Credentials Chair: _____ Date: _____