

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

COMMITTEE NAME:	Job Descriptions	COMMITTEE #: 510
RESPONSIBLE TO:	Recording Secretary	AREA: V
EFFECTIVE DATE:	February 2019	

RESPONSIBILITY:

Review the International Rally committee chairs' job descriptions to ensure they are up to date and properly reflect the chairs' duties and responsibilities. Also, work to insure they are descriptive enough so someone else could take over in the event of an emergency.

COORDINATES WITH:

Headquarters staff, Committee Chairs.

SPACE ARRANGEMENT:

None

EQUIPMENT NEEDED:

Personal Computer (supplied by Chair)

SUPPLIES NEEDED:

Paper, pens, job description blank forms (20).

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. Request from Headquarters any updated information or deletions that have occurred.
2. Prior to arriving at International Rally, review each job description noting deficiencies and any that have not been reviewed in the last 5 years.
3. Prior to the rally, review the committees with the Rally Manager to determine which committees, if any, have changed from previous years.
4. Ask the International Recording Secretary or Computer Services for the current Committee Chair's List.
5. At the rally, for out of date descriptions or changed committees, send a request, by messenger or email, and ask this year's Chair to submit an update.
6. Review the returned forms and contact the chair if necessary, for proper completion with the idea that anyone could use the Job Description on file and perform the functions of its committee's chair.
7. Make all changes necessary to job descriptions residing in Dropbox. Place the revised job descriptions in a folder named "Ready for Review".
8. Notify the Corporate Manager, Rally Manager, new President and new Recording Secretary when all changes from the rally have been completed.