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

COMMITTEE NAME:	**Rally Secretarial Staff**	COMMITTEE #:	**515**
RESPONSIBLE TO:	Recording Secretary	AREA:	V
EFFECTIVE DATE:	Sept 2018		

RESPONSIBILITY:
Coordinates activities of the rally secretarial staff consisting of the secretaries-in-training for the International Vice Presidents.

COORDINATES WITH:
Rally Manager, Executive Committee members, Parliamentarian, Constitution & Bylaws Chair, Copy Center, HQ Corporate Manager, Stage Manager, Audio Visual Main Stage Manager, Property Logistics.

SPACE ARRANGEMENT:
Provide for Receptionist, Secretaries-in-Training, and International Recording Secretary, 4 8-foot tables, 6 chairs.

EQUIPMENT NEEDED:
Personal computer and printer, file boxes for mail for Executive Committee and Region Officers, waste cans, electrical cords, power strips.

SUPPLIES NEEDED:
General office supplies.

COMMITTEE REPORTS:
Rally Committee Final Report is to be submitted to Copy Center on or before next to last day of rally.

GENERAL OPERATING PROCEDURES:

Key Duties of the International Recording Secretary (IRS) at the International Rally:

1. Collect storage boxes, trash cans, outlet strips, extension cords, etc. from Property Logistics.
2. Organize setting up office
3. Accept delivery of copiers and order paper.
4. Ensure Reception Desk materials are available.
5. Oversee Copy Center and provide backup for copying needed outside regular office hours.
6. Use rally two-way radio to contact officers and key individuals when needed.
7. Ensure mail box folder labels for International Officers, Region Officers, and Standing Committee Chairs are current.
8. Verify with Corporate Manager that all members of the Board of Trustees will be present for IBT meeting.
9. Arrange with Audio/Visual Main Stage Chair for IBT Meeting sound system.
10. Arrange with Audio/Visual Main Stage Chair for flash drive for live streaming of meetings.
11. Prepare in advance random roll call vote sheets.
12. Prepare basic outlines for your minutes.
13. Remind Delegates Meeting Chair to get vote/tally sheets for Delegates Meeting from Computer Services.
14. Coordinate with Stage Manager setting-up the stage for the various meetings—IBT Seminar; Executive, IBT and Delegate Meetings:
    a. Table arrangement and skirting
    b. Name plates
    c. Bottled water
    d. US and Canadian Flags

   e. File boxes
   f. 3-hole punch
   g. Clear/duct tape
   h. Calculator for tabulating votes and percentages
15. Assist in undressing stage following the meeting—ensure Gavel is packed.
16. Complete your minutes:
   a. Get finalized motions from Headquarters Manager. Attach them to the minutes
   b. Have Parliamentarian review draft.
   c. Once in final form have President review and sign.
   d. Submit to Corporate Manager for circulation.
   e. **NOTE:** Delegates Meeting minutes need immediate completion to facilitate the current and incoming treasurers addressing bank signature status.
17. Coordinate closure of the Office—ensure box is repacked and Property Logistics is notified for pick-up and items are returned to Property.
18. Arrange for the copier to be picked-up.
19. Assist in smooth transfer to the new secretary.
20. Write a narrative of the IBT meeting for publication in the Blue Beret (ideally within the month).

The IRS supervises the 1st VP's Secretary in the following responsibilities:

1. Assist in setting up office.
2. Assist the IRS with all preparation for the business meetings and any other functions that may arise.
3. Manage inventory and distribution of office supplies, copier paper, water provided by headquarters and used by the committees.
4. Assist in setting up and taking down the stage for the various meetings.
5. Supervise the 2nd VP Secretary to ensure mail box folder labels for International Officers, Region Officers, Standing Committee Chairs ensuring labels are correct/current.
6. Assist IRS in closure of the Office—ensure box is repacked and Property Logistics is notified for pick-up and items are returned to Property.
7. Mentor the 2nd VP Secretary with all tasks as needed.
8. Be on stage (behind IRS) during all business meetings to assist IRS when needed.
9. Manage the WBCCI number drawing for new IBT officers and numbers to be assigned for Standing Committee Chairs and caravan leaders.
10. Receive and account for money and RSVPs for the Pre-Glow Dinner and the lunch after the final IBT meeting.
11. Assist corporate manager with disbursement of new name plates, badges and flags. Assist program presenter with organizing awards and badges for Installation Ceremony.
12. With supervision of IRS, prepare slips for Airstream Incentive Drawing.
   a. Get spreadsheet of names and WBCCI #s of all members registered for the rally from Computer Services.
   b. Print so that they can be with each name and number on a separate slip for the drawing.
   c. Check with Airstream as to how they want to handle their drawing.
   d. Locate and furnish the wire cage for the drawing.
   e. Be on stage to assist Airstream with recording the winners.
   f. Check schedule for when Airstream Company will have their drawing. This is normally right after the Airstream Representative makes their presentation about the Airstream Company.

The IRS supervises the 2nd VP's Secretary in the following responsibilities:

1. Assist in setting up office.
2. Orient 3rd VP Secretary Volunteer who will be assisting you
3. Responsible for the Reception Desk; collect needed items:
   a. Directory of Officers, Standing Committee Chairman and Committee Chairman list with telephone numbers and email
   b. Telephone directory

   c. Rally schedule—as soon as available
   d. Knowledge of grounds and location of departments
   e. Current Blue Beret Directory (usually Corporate office staff has these)
   f. Current Blue Beret Magazine
   g. USPO and FedEx addresses
   h. Office schematic with names
4. Maintain mail box folders and labels for International Officers, Region Officers, and Standing Committee Chairs.
5. Ensure correct names are on all mail box folders and file handouts and correspondence as necessary.
6. Text to International Officer first page of document when placed in mail box.
7. Assist in setting up and taking down the stage for the various meetings.
8. Perform the “time keeper” duties during the various meetings.

The IRS supervises the 3rd VP’s Secretary in the following responsibilities:

1. Work closely with 2nd VP Secretary.
2. Observe and learn all aspects of 2nd VP job.