

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

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| COMMITTEE NAME: | Computer Services | COMMITTEE #: | 615 |
| RESPONSIBLE TO: | International Treasurer | AREA: | VI |
| EFFECTIVE DATE: | February 2019 | | |

RESPONSIBILITY:

Provide computer services for the rally including support for Headquarters staff, Delegates Meeting Supervisor, and Rally Arrival Team; prepare reports for various committees.

COORDINATES WITH:

Rally Arrival Team, Check In, Delegates Meeting Supervisor, Opening Ceremony Chair, Headquarters staff.

SPACE ARRANGEMENT:

Secured office space near club offices.

EQUIPMENT NEEDED:

In the Office: 1 table and 2 chairs, 2-4 electrical receptacles

Near the Stage for Delegates Meeting: 1 table and 2 chairs, 2-4 electrical receptacles

SUPPLIES NEEDED:

500 sheets 8 ½ x 11 computer paper and 1,000 Avery 5160 Easy-peel address labels.

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 and train new members for this Committee.
2. Set up club laptop and printer in office space with Headquarters and Finance staff.
3. Print 4 numeric and 1 alpha Parking reports for Rally Arrival Team.
4. Print the Registered Members Lists for Check In; 4 in WBCCI # order and one in Member name order OR as requested by Check In Chair.
5. Print 3 copies of the Committee chairs lists, by Committee name and by area for office staff.
6. IF requested, provide Region Officers with the names and locations of members from their region.
7. Provide Region and International Officers with the percent attendance by unit and region.
8. Prepare labels to identify seating arrangements at the Delegates Meeting and VIP seating on stage at Opening Ceremony and Installation/Closing Ceremony.
9. Provide voting assistance to the delegates meeting:
 - a. Update the Delegates Meeting Worksheet used to list units by region with the June 1 Tally Sheet data from HQ. Units are added and dropped from this list as needed. Be mindful of (approved) name changes as well, including what might have shifted in the IBT just prior to the delegates meeting.
 - b. Update rally location, date and number in the Master sheet.
 - c. Provide a master copy of Delegates Tally Sheet to the print-shop, with June 1 data. This is output from the spread-sheet.
 - d. Refresh the working spread sheet with pages for motions on the table as well as the slate of officers up for vote. Some of this can get revised on-the-fly if there are items/candidates from the floor. Think through how you are going to respond to that before the meeting.

- e. Record roll call and votes cast by units. Provide this cross-reference information to the recording secretary. As you edit this information, it will be projected on screen(s) for the delegates.
- 10. If requested, provide a member increase/decrease report by unit/region as of June 1st. Use the tally data from previous year for comparison.
- 11. Print the Committee List for Chair Appreciation Luncheon for the International President and luncheon Master of Ceremonies.
- 12. Prepare ad hoc reports for International or Region Officers and office staff.