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

COMMITTEE NAME:	**Mail Services**	COMMITTEE #:	**630**
RESPONSIBLE TO:	Treasurer	AREA:	VI
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:
Responsible for secure handling of all US Post Office, FedEx and United Parcel Service mail and packages at the International Rally. Duties include receiving mail and packages from shippers; sorting and holding mail and packages for members who present to the Mail Service desk; and collecting and dispatching outgoing mail. No mail or packages service on Sundays.

COORDINATE WITH:
Property Logistics; Local US Post Office staff or Fairgrounds/Site Office; FedEx; United Parcel Service; International Treasurer; and Rally Manager.

SPACE ARRANGEMENT:
Appropriate location convenient to attendees; co-located with Member Services. Requires sufficient space (minimum of 10' x 15' to accommodate 3 8' tables) to have the ability to sort and secure mail and packages when unattended or closed.

EQUIPMENT NEEDED:
2 chairs, 3 8' table(s) for sorting and stamping incoming mail, file box with folders for holding sorted mail and package notifications.

SUPPLIES NEEDED:
Pencils; rubber bands; message form blanks for notifying recipients of mail or packages; date stamp for mail received; and current WBCCI Directory. Supplies are in Committee box or tote from Property Control.

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. Ascertain from International Treasurer the opening date and hours of Operation.
2. Confirm with Rally Manager the contracts/agreements already negotiated with the local US Post Office or Fairgrounds/Site offices.
3. Confirm with the local FedEx and United Parcel Services their delivery schedule and the Mail Service receiving location and conditions.
4. Sign out Mail Service Committee Property from Property Logistics.
5. Notify Rally Communications Coordinator of operating hours so attendees can be notified.
6. Contact Computer Services for a list of all members attending the rally with cell phone numbers. This list is confidential and is used only for contacting members on issues relating to Mail Services.
7. Secure needed volunteer workers before the rally opens.
8. Select shift supervisors, one to be on duty at all operating hours, and coordinate staffing schedule for all operating hours.
9. Arrange pickup or delivery of incoming mail with Post Office or Fairgrounds Office as appropriate.
10. Sort incoming mail and packages and arrange for reliable retrieval upon request from attendees.
11. Track numbers of letters and packages received each day at the rally. Include on committee report.
12. Arrange for a drop box and pick up the outgoing mail from the box and take to the Post Office drop box.
13. Maintain security of incoming mail and packages and outgoing mail.
14. Notify attendees of packages and mail arrival through Rally Messenger Service, text, or other reliable means.

15. Advise Rally Manager and International Treasurer not later than day before end of rally of remaining packages on hand.
16. Have Change of Address Cards available, accepting and acting on them through end of Rally when they will be alphabetized and turned over to the local US Post Office.
17. Re-address mail not claimed by end of Rally and dispatch it to Post Office.
18. Update inventory of supplies, box Committee Property and return to Property Logistics to be stored in storage trailer before end of Rally.
19. Return keys and totes to Main Post Office, if applicable.