

## **Roles and Responsibilities Associated with Rally Planning and Organizing**

These guidelines are intended to set forth specific expectations, roles, responsibilities, and deliverables associated with hosting a Greater Bay Area Airstream Club rally.

### **Definitions:**

- Primary Host: Rally host (or host couple) responsible for overall rally planning and success.
- Secondary Host: Optional secondary host(s) or host couple(s) aiding Primary Host.
- 1st Vice President: Greater Bay Area Airstream Club 1st VP.
- Treasurer: Greater Bay Area Airstream Club Treasurer (or deputy).
- Webmaster: Greater Bay Area Airstream Club Webmaster.
- Membership Chairperson: Greater Bay Area Airstream Club Membership Chair.
- Rally Committee: Chair, President, 1st VP, others as desired

### **Roles**

#### **1st Vice President**

1. Annual rally calendar planning, coordinating with Region or other local clubs.
2. Initial contact with RV park.
3. Finalizing and signing RV park contract and deposit amount for each rally.
4. Prior to the rally, handing over rally communications to the Primary Host.

#### **Rally Committee**

1. Recruitment and selection of Primary Host for each rally.
2. Assist 1st VP and rally host(s) in preparation to ensure transfer of knowledge.
3. Ensure GBAAC “feel” to rallies.

#### **Primary Rally Host(s)**

1. Take over RV park communication from 1st VP. Primary Rally Host will at this point become the single point of contact with the RV park.
2. Recruitment of Secondary Host(s) if desired.
3. Plan details of rally and registration and money collection needs. This may include, but is not limited to:
  - a. Registration release/publication dates.
  - b. Menu/meals
  - c. Costs/fees. Consider adults and children.
  - d. Events. At the RV park or suggested in the area. Need payment in part or full at registration?
  - e. Registration/payment deadline
  - f. Cancellation conditions/policy
  - g. Rally flyer (info sheet / PDF to be emailed out with the Jotform link)
4. Work with Webmaster to have the Jotform made with info from point 3.
5. Distribution of rally flyer to Membership Chairperson for distribution to Greater Bay Area Airstream Club members and affiliates via email. It is allowable for the Rally Host to send this out via the club’s Google Group (GG) distribution if comfortable with doing so and properly set up in GG to be able to send messages.

6. Collecting and analyzing registration results as needed to support the planning of the rally.
7. Accurate record-keeping of expenses, including receipts, associated with rally costs and including those incurred by the Secondary Rally Host.
8. Request money advances from collected rally fees from the Treasurer, if necessary.
9. Deliver expense summary with receipts to the Treasurer within one week of completion of the rally.
10. Collaborate with Newsletter Editor to collect pictures and a write-up of the rally.

### **Secondary Rally Host(s)**

1. Duties as determined by Primary Rally Host.
2. Accurate record-keeping of expenses (only by the Secondary Host), including receipts.
3. Deliver itemized expenses and receipts to the Primary Rally Host.

### **Treasurer**

1. Send deposit to RV park for each rally as requested and justified with documentation by the 1st VP or Primary Rally Host.
2. Deliver reimbursement to Primary Rally Host and Secondary Rally Host (if separate) within one week of receipt of expenses.
3. Process refunds to canceled rally registrants upon request by a Rally Host. PayPal fees are not to be removed from the refund amount of the cancellee.

### **Webmaster**

1. Publication of the rally calendar and edits thereof to the club's website at the request of the 1st VP, member of the Rally Committee, or Rally Primary Host.
2. Creation of online rally registration (Jotform) for each rally per information requests and fund collection of the Rally Host(s).
3. Posting of the rally registration on the GBAAC website at the time designated by the Rally Host(s). Note that this should be 1-2 weeks after the GG email blast to GBAAC members.
4. Jotform submission transcripts should go to, at minimum, the Rally Host(s), Treasurer, and 0018@wbcci.net.
5. For each rally, communication of summarized rally online registration information to Rally Host and Treasurer (share Jotform results table link).

### **Membership Chairperson**

1. Distribution of rally information from Primary Rally Hosts to club members and affiliates via Google Groups distribution. Optionally, the Rally Host can send directly via GG if comfortable and set up properly to do so.

### **Newsletter Editor**

1. Include the latest rally calendar in the newsletter with links to the GBAAC website or other information about how to register for a given rally.

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**Revision History** (complete revision history is available in the live document on the club's Google Drive)

1. February 12, 2016
  - a. Imported from Word to Google Docs
2. February 23, 2020
  - a. Changed coordination of rally attendee list to Host rather than Treasurer
3. May 20, 2021
  - a. Complete re-write, not all things changed though
  - b. Repeated discussion/revision with GBAAC EB
4. March 24, 2022
  - a. Formatting update
  - b. Title change
  - c. Added revision log at the end of the document
  - d. Updated terminology (e.g. unit → local club)
  - e. Added clarification/roles to rally committee
  - f. Remove references to paper registration and all online/Jotform
  - g. Separate reimbursement for Primary and Secondary Rally Hosts if they both incurred expenses.
  - h. Noted PayPal fees are not to be removed from refunds.
  - i. Added Jotform details to webmaster responsibilities.
  - j. Removed duty from membership chair of maintaining an accurate list and aligning with HQ. This is not a rally-related responsibility but instead a core task of the membership chair and does not belong in a rally task list.
  - k. Removed sharing of updated list with newsletter chair. Again, not a rally-specific task. Use of Google Groups eliminates the need for sharing an updated list for newsletter distribution.
  - l. Revision of newsletter editor responsibility.
  - m. Added collaboration with newsletter editor for hosts