

Rally Chair Responsibilities

Part One

As the appointed Rally Chair, you are expected to

- Recruit and guide rally hosts
- Be the liaison between the club and the rally sites

The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail.

Part Two

In addition to the items in Part One, you are expected to

- Work with the First Vice President to select rally sites and dates for the year he/she will be president.
- Arrange for the necessary contracts with the RV parks and/or fairgrounds.
- Be aware that some fairgrounds ask for proof of insurance. Send an e mail to adventures@airstreamclub.org
- Issue a list of rally attendees to rally attendees a week before the rally begins. Include parking sites and appetizer assignments. Exclude appetizer assignments for rally hosts and first time attendees.
- Provide a smooth transition to the next rally chair, if applicable.

In addition to the above, you are expected to keep the lines of communication open with the

- President regarding changes in rally sites and/or dates.
- Newsletter editor and directory editor regarding these changes.
- Treasurer regarding contact information and dollar amounts for parking and/or room rental as well as a copy of the contract for each site. Also advise as to deposits that might be required.
- Registrar with a copy of the contracts, especially the parking fees and other basic requirements.
- Rally hosts by providing information about the park needed to execute the rally.
- Board and at the general meetings during rallies regarding latest updates.
- Rally sites to determine if previously agreed to arrangements (per contract) are in place. Provide a roster of attendees; inform them of any cancellations or additions. Check on special conditions regarding keys, access to rooms, etc. Park and/or Fairgrounds may need to know names of rally hosts.
- For fairgrounds, determine which gate unit members should use. If there is a code for the restrooms, determine that so that rally hosts can include it in the What's Happening.
- Suggest improvements to this document to the Constitution and Bylaws Chair.

Revised November, 2023