

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 Central Coast California Airstream Club (CCCAC) 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 the Primary Host.
- 1st Vice President: CCCAC 1st VP.
- Treasurer: CCCAC Treasurer (or deputy).
- Webmaster: CCCAC Webmaster.
- Rally Committee: Chair is 1st VP, and 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. Before the rally, we will hand 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 knowledge transfer.
 - Work with new hosts to ensure they are comfortable and have all information that they may need.

Primary Rally Host(s)

1. Take over RV park communication from 1st VP . At this point, the Primary Rally Host will 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.
 - **Publication is usually 1-2 months beforehand, but is up to the host discretion depending on number of sites available, campground/rally popularity.**
 - b. Menu/meals
 - **This is up to the rally host(s). This can include dinner(s) or breakfast. Generally there is one provided dinner and one potluck.**
 - c. Determination of costs and fee collection. Consider adults and children.
 - d. Events. Are they 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. **Remind people to “keep it silver” and cancel via the host, not the RV park so that the site is preserved for the club.**
 - g. Rally flyer (info sheet / PDF to be emailed out with the JotForm link)
4. Work with JotForm creator, currently Tracy Adams, to create a JotForm for your rally. This may include camping fees, but will include rally fee per person (usually \$15/pp), food needs, allergies, etc.

5. Create a rally flyer that will include a schedule of events during the rally, check in, check out, when the meals are, etc. May also include things to do in the area. Ask President or VP to supply sample flyers.
6. Keep in touch with JotForm creator to stay updated on the number of rally attendees.
7. Accurate record-keeping of expenses, including receipts, associated with rally costs and those incurred by the Primary and 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. Optional: Collaborate with the 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. Deliver reimbursement to Primary Rally Host and Secondary Rally Host (if separate) within one week of expense receipt.
2. 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 canceled reservation.

Webmaster

1. Publication of the rally calendar and edits to the club's website at the request of the 1st VP, member of the Rally Committee, or Rally Primary Host.
2. Posting of the rally registration on the CCCAC website at the time designated by the Rally Host(s).

Newsletter Editor

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

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

1. Adoption of new "Guidelines" for rally hosting