



Willow Wren Club Inc

Rally Co-Ordinator

The duties and responsibilities of the Rally Co-Ordinator are described below:

- Consult with club members for possible rally venues.
- In conjunction with the committee determine in advance upcoming coming rallies.
- Create and maintain a programme of upcoming rallies.
- Present the programme to the full committee for ratification.
- Be custodian of the rally itinerary.
- Advise the newsletter editor of any information to be published in the club newsletter.
- Be the contact for members for any queries regarding rally venues
- Upload rally details onto the club website or seek the assistance of the Webmaster to achieve this task
- Inform the Secretary and Registrar of all apologies and rally attendees
- Check out prospective rally venues prior to the rally for adequate facilities that may include capacity, toilet dump point, shelter(s), BBQ's, camp kitchen facilities, toilet block, fire pits, cost per night including club discounts, check in and out times any other relevant information.
- Consult with the Entertainment Officer of the next rally of the various amenities at the rally venue for options for entertainment.
- Be a member of the management committee.
- As a member of the management committee be eligible to be a signatory to the club's bank accounts.