

Chapter 29 Officer-at-Large/Rally Coordinator

Job Summary:

As a volunteer, it is the responsibility of the Chapter 29 Rally Coordinator to seek locations, thru their own research or member recommendations, that would be suitable for chapter rallies and negotiate fees, etc. of said facilities.

Duties and Responsibilities:

- Rallies shall be held within the borders of North Carolina or South Carolina unless otherwise approved by the Officers. Spring Rallies shall be held in April on the East side of North Carolina/South Carolina and Fall Rally shall be held September or October on the West side of North Carolina/South Carolina. Rallies may be staged along the borders of Virginia, Georgia or Tennessee with prior Officers approval.
- Plan for a full year or more in advance. Follow Guidelines for Recommending Campgrounds for The Carolina Rovers, Escapee Chapter 29 Rallies.
- Chapter 29 rallies typically are Thursday to Sunday to accommodate our members who still work.
- Locate campgrounds or work from member recommendations. Ask if campground could block out 30 sites together and determine date unreserved sites need to be released back to campground. Negotiate the terms that may include a discounted daily rate, no charge for the use of the rec hall, dates of rally etc. Never ever sign a contract guaranteeing number of RV's Reach an agreement with the campground for early arrivals and late departures at the same rally fee rate, generally 2 to 3 days. Rec Halls should be able to accommodate 50 to 60 people.
- If campground asks for proof of insurance contact the Chapter Vice President.
- After information had been obtained, report findings to Chapter Officers for approval of facility. Once approved confirm schedule with campground.
- Share rally information with chapter secretary for publication in Escapees magazine. Information needs to reach the magazine by 10th of the odd-numbered months.
- Verify that newsletter editor has gotten rally agenda from Rally Hosts for advertising rally.
- Provide advice to rally host.
- At the close of the rally verify that all payments are made to the facility.
- Physically walk the grounds with rally hosts, at the close of the rally, to check the condition of the grounds.
- Ask for volunteer Rally Hosts during current Rally and thru Newsletters. Try to pair Novice with Veterans.
- During current Rally have a brief meeting with the next Rally Hosts to Review Responsibilities/Duties.
- Hosts are to provide Rally Coordinator a tentative agenda 5 weeks prior to rally for comments and approval. If there are any questions/concerns they are to be submitted to Officers for comment/approval. Once approved, agenda shall be forwarded to Newsletter Editor for distribution.