

Job Description

Wagon Master

Scope:

Responsible for all local logistical and implementation aspects for the annual National Kings on the Road National rally. Assists the Vice President, the Board and coordinates with the Host Chapter to insure a successful rally.

Specific Tasks and Duties:

The Wagon Master has the primary responsibility for the logistics and negotiating costs for the campground (including early arrival or late check out), caterers, food and beverage supplies, entertainment and outside activities such as tours, dinners, cruises, theaters, golf tournament, fishing and the ladies luncheon.

Assists the Vice President and the Board in developing and implementing a rally budget. By providing accurate information, assists the Vice President in monitoring projected income and expected expense to insure compliance with the budget.

Assists the Vice President as needed, in developing a coherent program schedule.

Develops information for rally attendees on local activities and sightseeing to be included in the registration "goody bags". This may include brochures, maps, directions to hospitals, libraries, veterinarians, Wal-Mart, Costco, Sam's Club, local restaurants, RV repair, etc.

Researches, develops and coordinates transportation alternatives for all off-site activities.

Coordinates with the Host Chapter(s) with regard to rally theme, rig parking, table centerpieces, entertainment, rally preparation, cleanup and all other appropriate activities.

Insures that basic supplies and equipment are available or rented. As needed, this may include such items as copy services, tables and chairs, food and beverage preparation supplies and equipment, audio system, podium, stage, bulletin boards or easels, 50:50 tickets, paper and plastic food service items.

Promotes rally attendance by inclusion of appropriate information and articles in the Newsletter.

Insures that all local tasks and arrangements needed for a successful rally are completed when needed.

Authority:

The Wagon Master functions as the assistant to the Vice President and is subordinate to the Vice President.

Expenditure approval limit is \$250.00. Must obtain approval of the Vice President, President or the Board on any individual expenditure exceeding that limit. May commit to any rally expense previously approved by the Board through the budget process.

Capabilities and Requirements:

Good organizational skills are required.

Basic leadership and good written and verbal communication skills are desired.

Basic computer capability is desired with Internet access required.

Original Draft Prepared By: Dave Starnes
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Revision 1: Wendell and Ruth Brown
Date: Dec. 02, 2003

Revision 2: Dave Starnes and Wendell Brown
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