

**NWTFC JOB DESCRIPTION**  
**Job Title: WAGON MASTER**

Reports to: Rally Coordinator

Approved Date: 08/23/2012

Replaces: 01/27/2007

**SUMMARY**

Plans, organizes and implements plans for Club rallies under the guidance of the Rally Coordinator.

**DUTIES**

1. Identifies site for rally (State, County, Federal, private campgrounds or boon dock location).
2. Provides dates and location information to Rally Coordinator for approval in order to lessen potential conflict with NWTFC, FMCA or Safari/Monaco events.
3. Submits formal request for any up-front expenses to the rally coordinator. (If up-front money for out-of-pocket expenses, e.g., telephone, mailings, etc., is required and approved by the rally coordinator, the treasurer may advance up to \$200 to be supported by rally receipts and covered by rally fees. Advances over \$200, e.g., campground and tour deposits, will be allowed by the Treasurer only after rally fees have been deposited in the Club account.)
4. Upon Rally Coordinator's approval, negotiates price with campground, obtains refund policy information and reserves tentative number of spaces.
5. Establishes number of group meals/potlucks or restaurant locations and arranges for facilities and/or catering and sets registration cut-off dates.
6. Prepares rally announcement and sends to the rally coordinator for communication by the Club secretary to webmaster, FMCA National Director or alternate.
7. Receives rally fees from attendees in checks made payable to NWTFC and forwards them to the treasurer.
8. May identify local events, historic tours of potential interest to rally participants.
9. Uses NWTFC Rally Guide as a resource for planning and execution of rally.
10. Provides financial accounting, including all receipts for expenses, to the treasurer within 10 days of the rally end date.
11. Prepares a brief write-up of rally activities within 3 weeks of end of rally and sends to Club secretary and webmaster, along with any available photographs.
12. Prepares short summary of any pitfalls encountered and submits to Rally Coordinator for potential inclusion in the NWTFC Rally Guide to assist with future rally planning.