

MEETING HOUSE SCHEDULER

Eligibility: Members

Incumbent Scheduler: [redacted]

Term of Commitment: Three (3) years with extension permitted.

Time Commitment (monthly/annually): 7+ hours/monthly

Governance: Nominated and then approved by YSMM Meeting for Business

Mandate/Tasks

1. Scheduling time/date for all events/activities within the Meeting House and on the grounds including both internal and external groups.
2. Maintaining the Schedule Calendars in the Main Meeting House Room upstairs and on the website.
3. To advise the Trustees and the House and Premises Committee whenever someone is scheduled to use the Meeting House.

Procedure for Scheduling: (1) If a Quaker Committee, the Committee contacts the Scheduler to make/confirm the request (2) If an outside person/group, then a request is sent to the Clerk for the Yonge Street Meeting who puts the request on the Business Agenda for a decision by the Meeting. If accepted, the MH Scheduler and YSM Clerk ensure the signing of an agreement which details the responsibilities for using the Meeting House as well as the costs, if any, for utilities and cleaning. An agreement is also required to be signed if an entrance key is needed.

With what other committees does this committee naturally liaise? YSM Clerk, House and Premises Committee, YSM Trustees, Meeting for Business

Budget: There is no standing annual amount reserved for this Committee?

Metric: (1) Success is determined by whether conflicts in scheduling times are avoided.

RECOMMENDATIONS:

1. Provision for a Back-Up person for Scheduling when the primary person is unavailable.
2. Necessity of a well functioning website so that the Calendar is available on-line.
3. Review of the Meeting House use document/agreement/contract/letter of understanding to include both utility and cleaning costs

4. Increased use of the Meeting House, especially by outside groups, requires more monitoring, more training (elevator use, storage space, automatic main door opening, etc.) and more cleaning and similar tasks. We recommend preparation of a document which addresses these issues.