Description of Meeting Rooms allocation function

1. Workload of the function

Time Interval	Tasks	Workload
12 months prior to YM start	Contribute to choice of venue for YM. Visits to potential venues with other committee members. Liaison with potential providers. Meetings to discern suitable venue.	20 hours
6 months prior to YM start	Continuing resolution of selection issues. Detailed liaison with provider. Clarifying prices and availability of provider's meeting rooms. Collecting information about room needs for YM program, esp for children and JYFs	Monthly meetings of two hours. Liaison with individuals of 15 hours total
1 month prior to YM start	Trial rooms allocations.	Four hours.
1 week prior to YM start	Room allocations adjustments	An hour per day
First 2 days of YM	Dealing with the unforeseen!	Two hours per day
Whole of YM	Available to sort anything that arises	Consistent. Should be light, but may be surprises
1 month after YM	Tying up loose ends. Reconciliation of accounts with Treasurer. Reporting, feedback.	6 hours
Overall workload:	Moderate. Increases if room needs exceed availability, or are expensive. Much can be done ahead of YM, but availability to deal with the unforeseen is essential.	
Skills required to undertake this function	Ability to negotiate. Ability to stay calm and positive when the unexpected arises. Ability to juggle information and resources. Ability to solve the unsolvable. The ability to be firm (and say no) when the situation demands this. Ability to present visual information clearly and effectively.	
This functions works most closely with:	The venue provider's liaison manager AYM Secretary and Presiding Clerk Convenor of local YM Planning Committee Convenor of Summer Schools Convenor of Share & Tells The disability coordinator of YM YM Childrens Coordinator	

Contents

Description of Meeting Rooms allocation function 1

1. Workload of the function 1
2. Tasks included in this function 2
3. Tasks to be done 18 – 12 months ahead 2
3.1. Selection of venue 2
4. Tasks to be done 10 - 6 months ahead 2
5. Tasks to be done 6 - 1 months ahead 3
6. At the start of YM 3
7. During YM 3
8. At the end of YM 3
9. After YM 3

2. Tasks included in this function

1. This role of this function is to make available the meeting rooms necessary for the successful running of YM. This has to be done within constraints as follows:
   - The venue may have insufficient rooms, or be inflexible in its practices of letting rooms
   - Required rooms may exceed budgetary realities
   - It is very likely that Friends will like to use meeting rooms in unanticipated ways
   - Rooms which were anticipated to suit a particular purpose may turn out to be unsuitable
2. To look at potential venues with an eye to suitable meeting spaces, and con tribute to the selection of the venue for YM.
3. To allocate rooms to activities for YM
4. To develop ways of displaying room locations, room allocations, future room usage. To keep such information up to date as YM progresses.
5. To be tough on any Friends who try to hijack a meeting room, when it is needed for an allocated purpose.

3. Tasks to be done 18 – 12 months ahead

3.1. Selection of venue

Note that the existence of a large, flexible hang-out space (possibly the dining room) is very desirable. If small groups can meet informally in shared space, the demands on meeting rooms are reduced.

4. Tasks to be done 10 - 6 months ahead

5. Tasks to be done 6 - 1 months ahead

6. At the start of YM

7. During YM

8. At the end of YM

9. After YM