

MEETING FACILITY DIRECTOR

January 2025

Responsibilities

For each meeting of the Club, the Meeting Facility Director and Equipment Manager are jointly responsible for the setup of the facility. In addition, the Meeting Facility Director is responsible to be the sole contact between The PROBUS Club of Milton, its directors and members, and the staff of the facilities where the monthly meetings are held.

Duties

1. Arrange monthly meeting room rental with the Town of Milton.
2. Arrange for the quarterly rental fees to be paid by the Treasurer.
3. Arrange, in conjunction with the Equipment Manager, for layout choices of furniture. (# of tables required & positioning of same).
4. Communicate to the Management Committee any requirements or restrictions that the Town may impose on the use of the rental facility, or any change in dates required by the Town.
5. After each General Meeting, together with the Equipment Manager, tidy up, dispose of garbage, and store equipment. Keep any lost items for a reasonable time and attempt to find owner, through monthly meetings and Probus Pulse.
6. Follows up with comments, suggestions, complaints, and requests from Directors, members, and guests as necessary.
7. Arrange with the Secretary to obtain an annual certificate of insurance as required by the Town of Milton.
8. Keep any lost items for a reasonable time. Attempt to find owner, announce at monthly meeting.
9. Attend and serve as a voting member the monthly meeting of the Management Committee.
10. Annually review the Meeting Facility Director's job description and present recommended changes to the Management Committee.