



CAMERA CLUB

MEETING SPACE RESERVATION COORDINATOR

Reports To: Chief Financial Officer (CFO)

Job Overview

The position is responsible for advance-booking, arranging payment, and communicating set-up specifications for the rooms required for various club functions. Currently MCC's facility requirements are exclusively provided by the Cawthra Senior's Centre, a City of Mississauga-owned venue. The City's Facility Rental process is very well defined and inflexible, requiring that the Coordinator understand, respect, and follow the procedures carefully. Early booking is important to ensure MCC will have the facilities available when needed; any changes must be handled quickly with a mind to minimizing cancellation penalties.

The Coordinator will be the sole contact with City Facility Rental staff, and will be responsible for ensuring that the club meets all City requirements so as to maintain a good working relationship with City staff, and reputation as an upstanding City of Mississauga affiliate organization. The Coordinator will work closely with the CFO and Treasurer to plan and manage the club's budget for room rentals.

Responsibilities and Duties

The following provides a detailed list of duties and activities, shown in the time-frames required, along with the approximate hours of effort required.

March (8 hours)

- Contact City of Mississauga Facilities Rentals to determine current rental rates for rooms in Seniors Centre
- Contact various club stakeholders (Program director, Executive, SIG leaders, Print Competition Team Leader, Workshop Team Leader) to determine various groups' needs for meeting spaces for next season, advising them of room options and current room rental rates
- Based on their input, record dates/room request details on schedule and review for any conflicts
- Resolve any conflicts with stakeholders
- Contact Membership Team and Banquet Team Leader to confirm dates for membership renewals and banquet ticket sales
- Book and pay for Legacy Lounge for four meeting dates in April and May for membership renewal and banquet ticket sales after reviewing tentative contract
- Contact Executive to confirm dates and locations for Executive meetings in June, July and August
- Book and pay for Legacy Lounge for Executive meeting dates in June, July and August as required, after reviewing tentative contract
- Sign, scan and return final contracts to City of Mississauga Facilities Rentals
- Provide MCC Treasurer with finalized contracts and arrange for payment/reimbursement

April-May-June (10 hours)

- Provide MCC Treasurer and CFO with estimated budget for room rental and associated expenses
- Contact City of Mississauga Facilities Rentals call centre to tentatively book room rentals
- Review contracts
- Record contract details on spreadsheet
- Contact City of Mississauga Facilities Rentals call centre to finalize and pay for room rentals
- Sign, scan and return final contracts to City of Mississauga Facilities Rentals
- Provide MCC Treasurer with finalized contracts and arrange for payment/reimbursement
- Provide confirmation of bookings and copies of relevant contracts to various stakeholders, reminding them to notify immediately of any changes as penalties may be applied by the City of Mississauga.
- Advise City of Mississauga Facilities Rentals call centre of any changes immediately
- Provide MCC Executive and Treasurer with reconciliation of all expenses associated with room rentals
- Provide Executive and stakeholders with complete schedule of meetings/dates/rooms booked

July-August (4 hours)

- Request detailed room set up arrangements and equipment requests from all stakeholders.
- Provide the Seniors Centre administration with a schedule of all room set up and equipment requests by date/room/group

Throughout the Season (2 hours)

- Make changes if required to meeting dates/rooms booked
- Advise City of Mississauga Facilities Rentals call centre immediately of any changes/cancellations
- Book any additional meeting space requests as needed after approval by Executive

Skills Required

- Tools used ... MS Excel and Word
- Knowledge of MS Excel and Word helpful
- Detail oriented
- Organizational skills
- Communication skills
- Relationship management skills