

OBLIGATIONS of an ACTIVE DOCENT

All Active Docents must:

- Maintain an annual membership in the Bowers Museum.
- Attend at least six of the nine General Meetings a year.
Weekend Docents may substitute attendance at two of the three weekend meetings.
- Attend all “essential” training sessions or complete the Training Substitution form and place it in the Standard’s Chairman file.
- Be capable of touring required exhibits except for docents serving only in Outreach or Speakers Bureau.
- Be prompt and dress appropriately as stated in the Guild Policies.
- Commit touring days each spring for the following Guild year.
- Tour on designated days or find a replacement, then notify the Day Captain.
- Pass Standards observation the first year and every two years thereafter.
- Follow the “Chain of Communication” as outlined in Structure of the Docent Guild to solve problems or make suggestions.

AM Weekday Docents tour a minimum of two half-days per month.

9:00 AM to 12 noon

- Be prepared for two school tours each touring day:
9:30 to 10:30
11:00 to 12 noon
- Expect the Day Captain to relay information about the scheduled tours in a timely manner.
- Expect the Day Captain to organize the tours and assign stations.
- Expect to work with the Day Captain and the team to set-up and put away carts and other interactive material used for touring.

PM Weekday Docents tour a minimum of two half-days a month.

12:00 PM to 3:00 PM

- Expect the Day Captain to call and explain what exhibits have been scheduled for booked tours.
- Expect to share the booked tours and the walk-in tours with other members of the team.
- When not touring, expect to talk to visitors and share information.

Weekend Docents tour a minimum of twice a month for two hours each day or once a month for four hours.

- Expect the Day Captain to call in a timely manner and relay relevant information about scheduled booked tours.
- Expect to share booked and walk-in tours with other members of the team.
- When not giving a tour, expect to talk to visitors and share information.

Outreach Docents are expected to present a program twice a month or the equivalent.

- Expect to present twenty-two programs a year. If the docent has been active for more than fifteen years, the obligation may be reduced to twenty.
- These programs may be done in the company of another docent and both will receive credit.
- Outreach Docents are expected to present her/his program in a professional manner, be on time, dressed appropriately and be well prepared.
- Any material used must be approved by the Outreach Chairman and be in good condition.

- Any new program must follow approved procedures. See Guild Policies VI-A.
- If requests are insufficient to allow the docent to fulfill their obligation, it is the docent's responsibility to meet their commitment by touring in other areas.
- Speakers Bureau programs should reflect either a permanent or a traveling exhibit because the purpose of Speakers Bureau is to broaden the understanding of world cultures.

The 10/10 Status Docent must fulfill all of the requirements of a full-time docent except for the number of days or presentations required.

- The In-House Docent is required to tour one day a month instead of two.
- The Outreach Docent must present eleven programs a year unless they have been active for fifteen years or more and then it may be reduced to ten.
- A docent who previously split the areas of work must now choose one area only, i.e., In-house or Outreach.
- Applications shall be made annually in May, to the Membership Chairman.

Any Docent who has been active for fifteen years may be excused from touring twice a year at the Day Captain's discretion

Other Considerations

- All Active Docents may take two one half days a year off at the Day Captain's discretion.
- All Docents may combine various volunteer options within the Guild as long as their overall commitment is maintained.

Docents who have not met their obligations, as outlined in this document, shall be subject to review and dismissal by the Standards Review Committee, composed of the Guild Chairman, Standards Chairman and the appropriate Day Captain (Weekday or Weekend) or Outreach Chairman.

I have read the above information and will comply with the expectations of the Docent Guild.

PLEASE PRINT NAME and SIGN

Date