

## OBLIGATIONS OF AN ACTIVE DOCENT

### **All Active Docents must:**

- Maintain an annual membership in the Bowers Museum.
- Attend at least 6 of the 8 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 Standards Chair’s file.
- Be capable of touring required exhibits.
- Be prompt and dress appropriately, as stated in the *General Policies*.
- Commit to touring days each spring for the following Guild year.
- Tour on designated days, or find a replacement and 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.
- All incoming docents are required to be able to access the Internet to receive Guild announcements, education materials, the newsletter, and correspondence from Day Captains.

### **AM Weekday Docents: 9:00 a.m.-12 noon**

### **PM Weekday Docents: 12 noon -3:00 p.m.**

- AM and PM Docents must tour a minimum of two half-days per month.
- Be prepared for any scheduled tours.
- Arrive in sufficient time to be on the floor at the designated time.
- 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.
- It is important to have docents available at all times during the designated hours to greet visitors and answer questions.
- When not touring, expect to talk with visitors and share information.
- Expect to work with the Day Captain and the team to set up and put away carts and other interactive materials used for touring.

### **Weekend Docents: 11:00 AM – 3:00 PM**

- All weekend Docents must tour a minimum of twice a month for two hours each day or once a month for four hours.
- Be prepared for any scheduled tours.
- Arrive in sufficient time to be on the floor at the designated time.
- 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.
- It is important to have docents available at all times during the designated hours to greet visitors and answer questions. The Day Captain will assign team members to separate breaks and/or lunch rotations, as needed.
- When not touring, expect to talk with visitors and share information.
- Expect to work with the Day Captain and the team to set up and put away carts and other interactive materials used for touring.

### **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 10/10 Docent is required to tour 1 (one) day a month instead of 2 (two).
- Applications shall be made annually in May to the Membership Chair.

**Other Considerations**

- All Active Docents may take 2 (two) half days a year off at the discretion of the Day Captain
- Any Docent who has been active for 15 (fifteen) years may be excused from touring twice a year at the discretion of the Day Captain. This is in addition to the two half days available to all Active Docents.

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

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

\_\_\_\_\_  
*Please Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*