

STRUCTURE OF THE DOCENT GUILD

THE PURPOSE OF THE DOCENT GUILD is to provide educational tours and presentations to the community through The Bowers Museum of Cultural Art.

The Bowers Museum Docent Guild is governed by *Standing Rules* that define the classification of its members, the obligations of service, and provides for an Executive Board. These Rules can be changed by a majority vote of active Guild Members. In addition, The Guild is guided by *Policies* that can be established and or changed by the Guild Board at any time.

The Docent Guild board is headed by the Guild Chairman, elected annually in May. The Chairman has the ultimate responsibility for the management of the Guild within the structure of the Bowers Museum. The Board Chairman maintains an active relationship with Museum Manager of Public Programs. The Vice chairman, Treasurer, Recording Secretary and Corresponding Secretary are also elected annually. The Guild Chairman appoints the remaining members of the Board. The Guild year begins July 1 of every year.

The Board meets on the first Wednesday of each month to discuss proposals, plans, issues and takes action on these matters as needed. The results of these meetings are published in a monthly newsletter, *The Docent Digest* or may be presented for discussion at the General meetings of the membership. Board meetings are open to all active docents.

The Guild has General meetings each month except for July and August. A holiday luncheon takes place in December and an awards and installation luncheon is held in June. General meetings usually involve a brief business meeting followed by an educational program that is related to either permanent or traveling exhibits.

In order to do its business efficiently, the Guild encourages a "Chain of Communication." Issues of a general nature are directed to the Chairman. More specific concerns are reported first to the Chairman of the appropriate committee. (see *Docent Directory*). For example, a question regarding provisional training and/or requirements should be presented to the Provisional Chairman. A touring docent should discuss any problems or suggestions with the Day Captain, who, in turn can present them to the Day captain Chairman. Questions regarding the exhibition research should be discussed with the Education chairman. If it is felt that a satisfactory answer has not been provided through this process, the Docent Guild Chairman can be contacted.

Independent action taken by individual docents which is not in compliance with the Guilds existing *Standing Rules and Policies* and has not followed the "*Chain of Communication*" process may result in the loss of an active docent status.