

## STRUCTURE OF THE DOCENT GUILD

**THE PURPOSE OF THE DOCENT GUILD** is to provide educational tours and presentations to the community through Bowers Museum.

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 Chair, elected annually in May. The Chair has the ultimate responsibility for the management of the Guild within the structure of Bowers Museum. The Board Chair maintains an active relationship with the Senior Director of Education. The Vice Chair, Treasurer, Recording Secretary, and Corresponding Secretary are also elected annually. The Guild Chair appoints the remaining members of the Board. The Guild year begins on July 1 of every year.

The Board meets on the first Wednesday of each month to discuss proposals, plans, and 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 education program that is related to either permanent or traveling exhibits.

In order to do its business effectively, the Guild encourages a “Chain of Communication.” Issues of a general nature are directed to the Guild Chair. More specific concerns are reported first to the Chair of the appropriate committee. For example, a question regarding provisional training and/or requirements should be addressed to the Education Chair. A touring docent should discuss any problems or suggestions with the Day Captain, who, in turn, may present them to the Day Captain Chair. Questions regarding exhibition research should be discussed with the Education Chair. If it is felt that a satisfactory answer has not been provided through this process, the Guild Chair may be contacted.

Independent action taken by individual docents, which is not in compliance with the Guild’s existing *Standing Rules* and *Policies*, and which has not followed the “Chain of Communication” process may result in the loss of an Active Docent status.