



DOCENT EXECUTIVE COMMITTEE POSITIONS

Chairperson

Chair /schedule all DEC meetings. Chair all monthly docent training meetings. Develop an Agenda for each DEC meeting. Represent the Docent Council at appropriate Museum committee/council meetings. Work with Museum staff to ensure Docent and Provisional monthly training. Ensure the updating of information in the Docent notebook with each new season. Be the liaison with Museum staff on issues regarding docents. Attend all Provisional training meetings.

Vice Chairperson

Conduct DEC meetings in the absence of the Chairperson. Work in conjunction with the Chairperson in the planning and implementation of monthly Docent training meetings. Work in conjunction with the Chairperson and staff to ensure Provisional training. Assume a leadership position within the Board's areas of responsibility. In absence of the Chairperson, attend appropriate Museum committee/council meetings as assigned. Assume the position of Chairperson succeeding the present Chairperson.

Secretary

Record the minutes of all DEC meetings and distribute to all members in a timely manner. Record information for distribution as directed by the Chairperson. Record attendance at all Docent Council training meetings. Be a reference to the "Docent Council By-Laws/Guidelines" regarding DEC business.

Tour Day Captain

Serve as a liaison between Tour Day Captains (A & D, The Galen, Adult, and School tour program) and the DEC. Meet on a scheduled basis to respond to issues presented by docents. Report to DEC regarding issues needing action and consideration. Respect confidentiality of information.

Specialist Liaison

Assist with the selection of Specialists for each changing exhibit or as directed. Meet with the Specialists to ensure the distribution of art information, the preparation of written materials, the development of tour plans and the scheduling of Specialists to cover all tour times. Develop a team leader for each changing art exhibit.

Enrichment Tours Liaison

Plan two enrichment tours per season. Conduct research and gain docent input prior to finalizing each trip. Ensure scheduling, logistics and costs are reported to all docents verbally and in writing. Work with the Museum Administration in scheduling and securing transportation for each trip. Provide appropriate refreshments for each bus trip.

Hospitality Liaison

Ensure participation/rotation of all docents in monthly coffee breaks at each Docent Council training meeting. Work with Museum staff to plan the holiday luncheon. Be a liaison with the Museum staff regarding the end of the year docent luncheon.

Education Coordinator (*new*)

The Education Coordinator will research and develop training exercises and materials for Docents. This assignment includes working with the DEC to present workshops, gallery exercises, and meeting presentations designed to provide Docents with information and techniques to continually improve their ability to conduct highly engaging tours for a diverse array of museum guests. The Education Coordinator will work closely with the Chair and be the liaison to adhoc education committee(s) as may be established by the DEC.

Peer Review Liaison (*new*)

The Peer Review Liaison will organize and manage a formal Docent review process on behalf of the Docent Executive Council. The duties of the Peer Review Liaison will include facilitating the selection and notification of Docents to be reviewed each year, assignment of a reviewer for each Docent, and an orientation meeting for all involved regarding the process of the reviews. The reviews can take place by a Museum staff member or members of the Docent Council. Reviews should occur for approximately one-fourth of the Active Docents each year determined by the earliest dates of service and moving forward to the later dates of service. Should the format of the Peer Review need to be revised,

the PR Liaison may work with those to be reviewed to suggest changes subject to approval by the DEC. The PR Liaison will keep a calendar of all scheduled reviews. Completed reviews will become part of the Docent's permanent file.

Mentor Liaison

During the years of Provisional training, assist with the selection of mentors and mentor assignments. Meet on a scheduled basis with all Mentos to respond to issues presented by the mentors. Respect confidentiality of information. Report to the DEC regarding issues needing action and consideration.

Provisional Liaison

During the years of Provisional Training, Develop the Provisional Docent Training curriculum for the year. Attend all Provisional training sessions. Meet on a scheduled basis with all Provisionals to respond to issues presented by the Provisionals. Respect confidentiality of information. Report to the DEC regarding issues needing action and consideration.

NOTES:

- It is expected that all DEC members would arrange their schedules to be present for Docent Orientation Training in October. Board members should consult with the Chairperson regarding planning duties prior to the official start of the Docent calendar.
- It is expected that all business of a sensitive nature be handled with the utmost confidentiality and as directed by the Chairperson.