

Saturday Duty Rotation

Each board member shall be responsible for coverage one Saturday in 12 weeks. It is that person's responsibility to engage a volunteer as there should always be at least 2 people present. Someone should normally remain at the public entrance to greet and direct guests, be sure the visitor log is completed, and to direct guests to areas of their interests.

Coverage shall be assigned in alphabetical order. If you have a conflict, it is your responsibility to arrange to trade with another board member for an alternate Saturday. The board member shall contact the board president in an emergency situation to assign back up coverage. Coverage assignments will be made by the board treasurer and made available at the board meeting preceding the new rotation. New board members will complete the rotation of the person they are replacing in the current cycle and be assigned in alphabetical order for subsequent rotations.

The list of items that need to be accomplished during duty is on the phone desk under the list of board members. Please review the list and tell the board president if there are tasks that you cannot accomplish and they will arrange coverage of those tasks.

Month	Day	Board
Jan- 2026		
3	Lawson	Check
10	Mills	Cleaveland
17 Mtg.	Ortmann	Duling
24	Redenius	Heeren
31	Seiler	Holmes
February		Kudej K
7	Check	Lawson
14	Cleaveland	Mills
21 Mtg.	Duling	Ortmann
28	Heeren	Redenius
March		Seiler R
7	Holmes	
14	Kudej	
21 Mtg.	Lawson	
28	Mills	
April		
4	Ortmann	
11	Redenius	
18 Mtg.	Seiler	
25	Check	