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	
Sept- 2026	
5	Paul Mills
12	Ray Ortmann
19 Mtg.	Russ Seiler
26	Kristin Redenius
October	
3	Earl Check
10 Mtg.	Paul Cleaveland
17	Carl Duling
24	Mike Heeren
31	Mary Holmes
November	
7	Keith Kudej
14	B & H Lawson
21 Mtg.	Paul Mills
28	Ray Ortmann
December	
5	Kristin Redenius
12	Russ Seiler
19 Mtg.	Earl Check
26	Paul Cleaveland

Board
Check
Cleaveland
Duling
Heeren
Holmes
Kudej K
Lawson
Mills
Ortmann
Redenius
Seiler R