

### 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.

<b>Month</b>	<b>Board Member</b>	<b>Board</b>
<b>Day</b>		Check
May		Cleaveland
7	Redenius for Eppert	Duling
14	Heeren	Eppert
21 Mtg.	Holmes	Heeren
28	Kudej	Holmes
		Kudej K
June		Lawson
4	Lawson	Mills
11	Mills	Ortmann
18 Mtg.	Ortmann	Redenius
25	Redenius	Seiler R
July		
2	Seiler	
9	Check	
16 Mtg.	Cleaveland	
23	Duling	
30	Eppert	
August		
6	Heeren	
13	Holmes	
20 Mtg.	Kudej K	
27	Lawson	