

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		Board
Day		Check
Sept		Cleaveland
2	Ortmann	Duling
9	Redenius	Heeren
16 Mtg.	Seiler	Holmes
23	Check	Kudej K
30	Cleaveland	Lawson
		Mills
Oct		Ortmann
7	Duling	Redenius
14	Heeren	Seiler R
21 Mtg.	Holmes	
28	Kudej	
Nov		
4	Lawson	
11	Mills	
18 Mtg.	Ortmann	
25	Redenius	
Dec		
2	Seiler	
9	Check	
16 Mtg.	Cleaveland	
23	Duling	
30	Heeren	