

# Docent Chairperson

## General Description:

The Docent Chairperson is responsible for overseeing operations of the San Diego Botanic Garden Docent Society.

## Duties:

1. Participate in regularly scheduled and ad hoc meetings, and activities.
2. Write reports, compose agendas and chair meetings.
3. Review and approve minutes of meetings within established time frames.
4. Provide timely responses to all related questions/issues.
5. Address new trustees, docents and volunteers regarding Docent Society.
6. Identify Nominating Committee, i.e. 3 people who will be responsible for nominating the next year's officers and coordinators.
7. Provide input to the President of the Foundation for the Executive Director's performance evaluation.
8. Co-host the Volunteer Appreciation Dinner with Trustees and Staff.

## Specific Skills:

1. Familiarity with Operating Regulations of the SDBG Docent Society and the SDBG by-laws
2. Excellent written and oral communication skills
3. Organizational skills
4. Solid working knowledge of email and standard computer applications
5. Ability to effectively communicate at all levels within SDBG organization, showing empathy and gratitude for the work of others.

## Time Required:

20 hours/month.

## Recommended Term:

2 years

## Revised:

*Revision Date: 03/23/2018*

<b>MEETING / ACTIVITY</b>	<b>DAY OF MONTH</b>	<b>RESPONSIBILITIES</b>
<i>Docent Meeting (9:30 a.m.)</i>	<i>1<sup>st</sup> Wednesday</i>	<ol style="list-style-type: none"> <li>1. <i>One week prior to the meeting, email meeting reminder to docents: inform them of who will be speaking, give an update on any items of importance, encourage attendance.</i></li> <li>2. <i>Prepare agenda and make copies for the meeting.</i> <ol style="list-style-type: none"> <li>a. <i>SDBG copy machine is often unavailable on Wednesday morning. Plan accordingly.</i></li> <li>b. <i>The Hours Recorder will provide information for the back of the agenda regarding the Docent Milestone program.</i></li> </ol> </li> <li>3. <i>Chair the meeting.</i></li> </ol>
<i>Send email</i>	<i>Friday before 3<sup>rd</sup> Wednesday</i>	<ol style="list-style-type: none"> <li>1. <i>Send email to Executive Director, designated staff person, and Docent Vice Chairperson with a tentative agenda for the Docent Executive Board meeting.</i></li> </ol>
<i>Docent Executive Board Meeting (10:00 a.m.-noon)</i>	<i>3<sup>rd</sup> Wednesday</i>	<ol style="list-style-type: none"> <li>1. <i>Prepare agenda and make copies for the meeting.</i></li> <li>2. <i>Chair the meeting.</i></li> </ol>
<i>Docent Update (Optional)</i>	<i>One week prior to Trustee Meeting</i>	<ol style="list-style-type: none"> <li>1. <i>Send trustees an email, updating them of docent activities.</i></li> </ol>
<i>Docent Update (Optional)</i>	<i>A few days prior to Docent Meeting</i>	<ol style="list-style-type: none"> <li>1. <i>Send docents an email, reminding them of upcoming meeting, inform them of the program, list special requests.</i></li> </ol>
<i>Trustee Executive Board</i>	<i>4<sup>th</sup> Monday</i>	<ol style="list-style-type: none"> <li>1. <i>Be prepared - read reports sent by staff in advance of the meeting.</i></li> </ol>

Meeting (4:45 p.m.)		
Trustee Meeting (6:00 p.m.)	4 <sup>th</sup> Monday	1. Be prepared - read reports sent by staff in advance of the meeting.

<b>ACTIVITY</b>	<b>FREQUENCY</b>	<b>RESPONSIBILITIES</b>
Read meeting minutes	Twice monthly	1. After the Docent meeting and Docent Executive Board meeting, the Secretary will email the Chairperson a draft of the meeting minutes. Notify the Secretary of any recommended changes.
Trustee Orientation	Two sessions in January	1. Address new trustees regarding Docent Society.
Docent Class	Two sessions per year	1. Address new docents regarding Docent Society.
Volunteer Orientation	Three sessions per year	1. Address new volunteers regarding Docent Society.
Identify Nominating Committee	Per bylaws, in September, sooner is better	1. Identify 3 people who will be responsible for nominating the next year's officers and coordinators.
Executive Director Evaluation	Annually	1. Provide input to the President of the Foundation for the Executive Director's performance evaluation.
Volunteer Appreciation Dinner	Annually	1. Address Docents and Volunteers to thank them for their contributions throughout the year.