

Docent Co-Chair

General Description:

The Docent Co-Chair partners with the Docent Chair and the Docent Executive Board in overseeing operations of the San Diego Botanic Garden Docent Society.

Duties:

1. Participate in regularly scheduled and ad hoc meetings, and activities.
2. Coordinate with Docent Executive Board to ensure that Volunteers of the Month receive notification of their selection for the honor.
3. Assume responsibilities of the Docent Chair in the event that the Docent Chair is unavailable to fulfill duties.
4. Complete unexpired term of the Docent Chair as necessary.
5. Represent SDBG at Docent League of San Diego County meetings

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

Time Required:

Minimum of five hours monthly

Recommended Term:

2 years

Revised:

Revision Date: 03/23/2018

MEETING / ACTIVITY

Docent Meeting (9:30 a.m.)

Docent Executive Board Meeting (10:00 a.m.-noon)

DAY OF MONTH

1ST Wednesday

3rd Wednesday

| | |
|---|------------------------------------|
| Docent Update (Optional) | One week prior to Trustee Meeting |
| Docent Update (Optional) | A few days prior to Docent Meeting |
| Trustee Executive Board Meeting (4:45 p.m.) | 4 th Monday |
| Trustee Meeting (6:00 p.m.) | 4 th Monday |

ACTIVITY

Trustee Orientation
 Docent Class
 Volunteer Orientation
 Volunteer Appreciation Dinner
 Initiate Docent class
 Gala

FREQUENCY

Two sessions in January
 One – two sessions per year
 One – two sessions per year
 Annually
 In Spring and/or Fall
 Annually, September