

LWAF Docent Committee Responsibilities

Effective Date: February 11, 2009
Approved by LWAF Board on: February 11, 2009
Applicability: The LWAF Docent Committee
Implementation Manager: Docent Committee Chairman

Purpose

The purpose of this document is to define the responsibilities of the Docent Committee and the Docent Committee chairman.

Docent Committee Responsibilities

The Docent Committee (DC) shall conduct tours of Lake Wilderness Arboretum (LWA) that present information on the Arboretum and LWA Foundation as part of the Foundation's community outreach and education programs. The committee shall be a subcommittee of the Education and Conservation (E&C) Committee and, as such, shall assist with programs/projects as requested by the E&C chairman. Members of the committee shall:

- Act as representatives of the Foundation making sure tours and presentations represent the Foundation's mission and goals.
- Attend scheduled meetings, training sessions, and special events/meetings scheduled by the DC and/or DC chairman.
- Familiarize herself/himself with the materials in the Tour Reference Guide, other reference materials provided by the Foundation/DC chairman, and the grounds/gardens of the Arboretum.
- Lead regularly scheduled tours and special tours for groups.
- Put out TOUR and TOUR PARKING SIGNS (stored in Nursery) ½ hour prior to your tour start and put signs away at end of tour.
- Distribute an ARBORETUM TOUR MAP and/or Arboretum Brochure, and special handouts provided by the M&P chairman to tour visitors. Collect materials that can be reused/recycled at end of tour. (Materials/signs stored in Nursery.)
- Generate a by month/season list of plants at the arboretum that are in bloom or have seasonal interest for tours/newsletter/website.
- Assist with PowerPoint presentations to groups as needed.
- Solicit updates from committees and Board regarding new policies and projects.
- Have meetings at least quarterly once program is initiated to get feedback on tours, review Reference Guide, and note projects and seasonal interest items.
- Submit volunteer hours spent on docent-related activities to docent chairman at the end of each month.

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Docent Chairman Responsibilities

The docent chairman shall:

- Update the Tour Reference Guide and provide copies to the Foundation Board and committee chairmen for review prior to docent training.
- Work with DC to generate a training schedule and training materials.
- Schedule regular committee meetings and make arrangements for meeting place.
- Contact Arboretum webmaster with info, etc. for tours, web page and calendar.
- Coordinate with Membership and Public Relations chairman on publicity, signage, maps, and handouts.
- Coordinate with volunteer who is answering calls and forwarding emails requesting tours and tour info.
- Make sure each tour request is answered and entered on the calendar in a timely fashion.
- Schedule docents for all tours and provide docents with contact info for arranged tours.
- Make reports to the Board, at least bimonthly, as well as a year-end report.
- Provide budget input to E&C chairman.