

Gillies Job Description

Title: **Docent Chair**

Reports to: Gillies President-Elect
Gillies President

Purpose: To coordinate the activities and training of Docents and act as liaison between the Volunteer Services Coordinator (Staff) and the Gillies Board of Directors. [Blue indicates changes during 2021-2022 due to museum shutdown.](#)

Responsibilities:

1. Selects the Day Captain team with the approval of the President. [Suspended](#)
2. Provides all Docents with an up-to-date Docent Roster by the September Docent Meeting. [Suspended](#)
3. Submits a monthly tour report to the Gillies President, who will then present the numbers at the monthly Gilcrease Museum Board of Trustees meeting. [Suspended](#)
4. Confers with the Volunteer Services Coordinator to discuss plans for training, meetings and other programs for Docents.
5. Coordinates Docent activities in tour development.
6. Coordinates with the Docent Trainer regarding the training of Provisional Docents. [Suspended](#)
7. Confers with the Standards Committee Chair relative to requirements established for Active Docents. [Suspended](#)
8. Plans Docent meetings and special events for Docents and maintains records of attendance and expenditures for the events.
9. Attends all Gillies Board meetings and prepares a brief report in duplicate for meetings which present major, past, present, and future items. [Reports submitted via email to Secretary.](#)
10. Attends all Gillies Education Committee and Executive Education Committee meetings and prepares a brief report of plans and concerns in duplicate for meetings. [Reports submitted via email to Secretary.](#)
11. Attends all General Membership and Gilcrease Forum meetings.

12. Delivers news items to the Newsletter Chair by the 15th of each month.
[Submits news items as needed.](#)
13. Presents a brief overview of Docent activities to the Interns during training.
[Suspended](#)
14. Maintains a comprehensive notebook of schedules, procedures, and activities for the succeeding chair.
15. Submits to the Treasurer before the January Budget Committee meeting a list of expenditures for the current year and a proposed budget for the coming year. Submits to the President before January any request for funding of materials by the Museum.
16. Prepares and submits an annual report in triplicate to the President-Elect.
[Suspended](#)
17. Performs additional duties as assigned by the President.
18. Receives monthly printouts from the IT Chair of Docent volunteer hours. Compares Volgistics monthly record with confirmation sheets and contacts Gillies who have not recorded their hour in Volgistics. Makes certain that all hours are recorded in Volgistics each month.
19. Receives recommendations from the Education staff for the Summer Tour. In collaboration with Education staff, develops, writes, schedules and coordinates the Summer Tour. Provides training for the Summer Tour.
[Suspended](#)

Time Commitment: 30 administrative museum hours and participation in volunteer programs.

Updated: April 2019