

August 8, 2008

Dear _____,

This letter includes several important pieces of information. Please be sure to read it carefully.

To begin with, thank you for your volunteer service to the Fine Arts Museums of San Francisco in 2007-08. Your commitment to creating appealing, lively tours enriches the cultural life of the Bay Area. As a reminder, FAMSF Active docents must meet a tour requirement of 24 and Active/Special docents must do 12. Most docents far exceeded those requirements in 2007-08, and they deserve particular thanks for their exceptional effort. Your tour count as of June 30, 2008, is _____. If you think that your count is inaccurate, please notify Judy Cunningham, preferably by e-mail (jucunni@aol.com). You may also contact her by snail mail at 436 Joost Ave., San Francisco 94127. Should you need to contact her, please include a list of the dates, times and names of all the tours for which you believe you should have credit.

However, as is true in most large organizations that involve collaborative effort, problems arise. We continue to have a significant number of missed tours each month—between eight and ten absences on average. When we do not arrive to lead a tour, we disappoint the public, the Volunteers, and the museums' staff. The Membership Evaluation Committee (MEC) reminds all docents of the following policies:

1. *Docent Council Standing Rule III.B requires that a docent who misses a tour must write a letter of explanation to the "Vice-Chair of Scheduling or designee" within a week of the absence and that failure to do so will result in a report to the MEC*
2. *Standing Rule III.B also states that two no-shows and/or tardiness in one year require action by the MEC.*

As a result, the MEC has reviewed past practices regarding infractions of service obligations and developed the following procedures, to be instituted with July 2008 docent tour attendance. Depending upon the reasons tours have been missed, these may include the following series of graduated options:

1. *Once three tours have been missed during one fiscal year, the docent becomes ineligible for the next round of Special Exhibition tours.*
2. *After four or more tours are missed in one fiscal year, the docent must meet with the entire MEC to discuss his/her commitment to the docent program and may be required to take a quarter's leave of absence*
3. *After consultation with the MEC, if additional tours are missed during the fiscal year, the docent may be terminated from the program.*

The MEC recognizes that there may be good reasons and unavoidable events that cause docents to miss an assigned tour. Be assured that those will be taken into account when members of the MEC review attendance. If you discover or are notified that you have missed a tour, you must write an explanation as soon as possible and send it to Debbie Doyle, MEC Chair for 2008-09. You may send it by e-mail to (Dadoyle10@aol.com) or by snail mail to her at 950 Faxon Ave., San Francisco 94112. If you know that you must miss a tour and cannot find a replacement, you should not only call the Volunteers' Desk at the appropriate museum, you should also write as soon as possible an explanation to Debbie.

In addition, the MEC reminds docents that the following requests will not be honored:

1. *Requests to be assigned tours only in certain areas.*
2. *Particular favors or assignments for special exhibitions.*
3. *Respite from assignment to permanent collection tours once yearly quotas are met.*

Once more, thank you for all that you do for the Docent Council and the Fine Arts Museums.

Sincerely,

Judy Cunningham
Docent Council secretary
MEC Chair 07-08

Debbie Doyle
Docent Council treasurer
MEC Chair 08-09