

Monitoring Committee Policies
Revised 2/8/19

1. A member will be designated to record and tally yearly monitoring credits. These will be posted in the club for review and will be updated regularly.
2. It is the sole responsibility of each club member to sign the calendar and sign in sheet in order to be awarded credit for his/her monitoring duty.
3. Members will earn credits individually not in pairs. One (1) credit per person per session.
4. If a member monitors more than the yearly number required he/she may donate extra credits to a member in need. It is the responsibility of the donating member to notify the records keeper of his/her intended donation.
5. One monitoring credit per year will be awarded to members who work at the Village Store. It is the responsibility of the member to secure the necessary paperwork for club records.
6. Monitoring duties are optional for those members over 85 years of age.
7. The monitoring requirement is dropped for the four (4) Board officers during their tenure in office.
8. The monitoring requirement will be revisited each year and adjusted as membership, number of active club days, and hours decline or increase.
9. Monday through Friday, 8:00 AM through 12:00 PM and 12:00 PM through 4:00 PM are the days and hours for which monitoring by the club is required and shall be covered.
10. A monitor credit will be awarded to a member for a minimum of two (2) hours if the club is closed prior to the end of the shift due to a lack of participating members.
11. Saturday and evening (4:00 PM to 8:00 PM) monitoring shifts will be the sole responsibility of individual members. A monitor will

receive a credit provided he/she remains in the club for a minimum of two (2) hours.

12. Hardship/compassion circumstances that affect a member's ability to fulfill monitoring duties will be considered by the Board on an individual basis.
13. An email will be sent to all members indicating those afternoons the club has a designated monitor. All calendar information can be found on the club website:
<http://scwleathercarversclub.weebly.com>
14. If no monitor is available, the club will be closed.
15. According to the Rec Center: If a monitor is alone for more than 15 minutes he/she must lock the club and wait outside another 15 minutes. They may leave if no one arrives. A sign may be posted stating no one came to the club.
16. It is a member's responsibility to notify when he/she cannot fulfill his/her monitor duty, a Board member. If no replacement can be found, the club will be closed.
17. A drawing of monitoring names will be held each General Meeting to award a \$25.00 club credit to the winner.
18. Monitors are required to sit at the monitoring station and wear his/her name tag, as well as the monitor badge.
19. A member is required to monitor 5 times from January 1 of any given year through December 31st of that same year. Two (2) of those monitoring duties must be a morning shift.
20. Members who do not fulfill their yearly monitor duties will receive a written warning and a grace period of one (1) month in which to complete their unfulfilled duties. Beyond this, further consequences will follow which may lead to suspension and possibly expulsion from the club as stated in the club By-Laws.

FYI This is how we figured the need for monitors:

365 days in a year

2 holidays club is closed

104 Saturdays & Sundays club is closed

106 days total the club is closed

129 emails + 5 w/o = 134 (approximate) members

$365 - 106 = 259$ days we need monitors

$259 \text{ days} \times 2 \text{ shifts a day} = 518 \text{ shifts}$

$518 \text{ shifts} \div 134 \text{ members} = 3.9 \text{ shifts per person} = 4$

Subtract members over 85, those on hardship/compassionate leave, & 4 current officers rounds out to about 5 monitoring shifts a year per member.