

QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

MONITOR COMMITTEE

Policy:

The Monitor Committee is responsible for establishing a monitoring system to ensure that members and guests utilize the studio safely and that appropriate member services are provided. The Monitor Committee ensures that a monitor is present at all times the studio is open for use.

The Committee establishes a monitor training program, recruits monitors, and schedules monitors.

Procedures:

The Monitor Committee Chairperson:

1. Recruits, trains, and schedules studio monitors.
2. Recruits studio monitors from the membership who have been with POTS at least 6 months. The Chairperson presents candidates for Board approval.
3. Designs the training program to certify monitors, includes emergency contact procedures, and lists all items on the Monitor's Daily Checklist. This Checklist is attached and is distributed to all monitors and posted in the studio.
4. Includes in the training program the role of the monitors to serve as the ambassadors of POTS, providing support and information to residents and visitors about POTS (i.e. studio tours, fee info, etc.).
5. Manages the monitor schedule, posts a copy of the schedule in the studio, and emails the upcoming weekly schedule to all monitors.
6. Ensures that monitors maintain the weekly task stick rotation.
7. Ensures that monitors remove faulty equipment from service, attaching a "Do Not Use" sign, and reporting this and any safety issue promptly to the Monitor Chairperson and Vice President.

8. Maintains a basic first aid kit.
9. Posts the CATC deep cleaning schedule.