

# Daily Monitor Advisor (DMA) Duties

1. Commit to “opening” the club on their designated day by 10:45. The DMA should have a backup.
2. Greet the daily monitor(s). Remind them to be at the desk and to greet guests in a friendly manner. Explain their duties and answer any questions.
3. Remind them to sign into the monitor book with Name/Rec #
4. DMA will check and replenish supplies.
5. Check the calendar.
  - a. Call the next day’s monitor(s).
  - b. If there is not a monitor for the next day, announce to the members that a monitor is needed for the next day.
  - c. If a monitor is not found within the club, the DMA will call the next day’s DMA. If the next day’s DMA does not find a monitor, she will inform the President, and the President will determine the next step.
6. Once the DMA’s “quality check” has been done her duties are complete. If she stays to play games, she will help keep an “eye” on the back door.

## Who are the Daily Monitor Advisors?

Monday - Faye McDowell

Tuesday - Sue Hall

Wednesday - Terrie Schroer

Thursday - Darlene Kehler

Friday – TBD