

**Standard Operating Procedures  
For Canalfront Management Committee Members  
while on call**

**June 16, 2005**

- 1. Recruit volunteers for Canalfront Greeter program**
- 2. Arrange for briefing on procedures for new volunteers by yourself or another Committee member**
- 3. Check the Greeters schedule for your duty day**
  - a. If any shifts have no Greeter assigned, solicit a volunteer from the Roster to fill the vacancy**
  - b. If you are unable to fill the vacancy otherwise, take the shift yourself**
- 4. Check the Greeters schedule for the day following your duty day**
  - a. If any shifts have no Greeter assigned, solicit a volunteer from the roster**
  - b. Make reminder calls to all Greeters scheduled for duty the following day**
  - c. Call to the attention of the Committee member who will be on call the following day any unfilled vacancies for the following day**
- 5. Be available to respond to any calls for help or information from Greeters on duty**