Morning watch — 4 flags

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Fictional document — demonstration example

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Fictional document, produced for demonstration. **Most recipients are volunteers** : the four flags are grouped by person and sent once a week, not four times. That is a sending rule, not politeness — four separate alerts are read by nobody.

#	Flag	Basis	Deadline	At stake	Recipient
1	Financial report not started	Agreement, art. 6	**11 days**	**Balance of €7,200**	Treasurer + director
2	Venue insurance missing	Hire contract	12/09	Handover of keys	Signatory of the hire
3	Call for candidates not issued	Constitution, art. 12 — 30 days before the meeting	**20 days**	Election of the treasurer	Chair
4	3 volunteers with nothing on file	Internal rules	Before activities resume	Supervision of minors	Youth activities lead

> **The third has no deadline of its own: it has one by ricochet.** The notice of meeting went out on 04/08 without the call for candidates. If the call goes separately, it must still reach members before 27/08 — and a call sent after the notice always looks as though a candidate had already been lined up.

Proposed chases

Rhythm	Why
Chase at 72 hours	The real rhythm of an association, not that of a company
One grouped message per person per week	A volunteer giving two evenings a month will not read four alerts
Monthly summary to the committee	Flagged, dealt with, unanswered

No automatic escalation to the chair beyond the summary. In an association, a weekly escalation to the governing body turns a tool into an instrument of control, and it stops being used.

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> https://bluelemonagent.ai/en/entreprises/secteurs/agent-ia-associations-ess

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