



Sergeant at Arms TLI Training

Many SAA's have served for 6 months

January 18, 2014 A Guided Discussion

Keeper of club properties

As the sergeant at arms, you are responsible for maintaining club properties, arranging the meeting room and welcoming members and guests at each meeting.

The manual titled *When You Are the Sergeant at Arms* describes these standards more fully and explains how to fulfill them.

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Schedule the meeting location (varies significantly club to club).
- Maintain club equipment and check after every meeting to ensure adequate supplies are available. ***
- Attend club executive committee meetings.
- Arrange for a replacement if you are unable to attend a club meeting or if you need assistance.
- Prepare your successor for office.

At the Club Meeting: Arrange the room and equipment at least 10 minutes before the meeting begins. Make sure the lectern is in place, the banner displayed, evaluation forms and ballots distributed, awards, supply catalog, progress chart and educational material displayed, place cards arranged and name badges available. ***

- Greet members and guests and arrange for guests to sit with members. As a minimum introduce the visitor to a member. ***
- Greet visiting officers and escort them to the club president.
- Arrange for food service at meal meetings (varies club to club).
- Ensure the meeting starts on time. *****
- Collect ballots and tally votes for awards (varies club to club).
- Check with speakers for their needs during the speech – better the Sergeant at Arms set up for a speaker than the Toastmaster. Assure that the Toastmaster is aware you are going to arrange the speaker set-up. ***



Feel free to contact: Winston M Sanford wmsandjms@aol.com 919-471-6755
Past Sgt-at-Arms for Chapel Hill TM, Blue Moon TM and Bull City TM.

Extra Points Notes:

In some clubs, the Sgt-at Arms begins the meeting by reading the mission of the club. More often, the SAA reminds members of cell phones, handshakes at the lectern, and any other commonly forgotten formalities.

Often the club needs a sharp wake-up ** especially at 0700 on Wednesday or 0800 on Saturday - so a sharp, powerful Sergeant at Arms opening is delivered – then introduce the Toastmaster or President – or as per your agenda.

Provide a sign-in book for members and guests – minimum when signing-in guests – remember to get their e-mail. ****

Assist with set up of speakers – CHECK BEFORE HAND – but sit near front during speeches so you can assist if needed. If items are too heavy for you or are complicated – then enlist another toastmaster to assist. Not the Toastmaster. Not the Speaker.

Provide extra pens and pencils; put out the grammarian, general evaluator, and timer sheets for the toastmaster to distribute.

Provide ballots for voting on presentations, if your club does voting..

Member name tags for new members, sticky tags for guests.

Ω Get a helper to greet - and perhaps assist you. Some clubs have an agenda position – the Greeter.

Ω

Ω

Ω