

Sergeant at Arms



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.**
- **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.**
- **Greet visiting officers and escort them to the club president.**
- **Arrange for food service at meal meetings.**
- **Ensure the meeting starts on time. Bang the gavel and declare a short recess if needed.**
- **Collect ballots and tally votes for awards.**

- Set up a convenient chair for the Toastmaster, TT Master and General Evaluator to be near the front during their presentations.

Other hints and tips:

Sign in book for visitors and/or members

Make name badges simple. Some clubs use only first and last names and officer position as elected.

Make your announcement quick, consistent, and to the point – e.g. Wake the members up, silence your phones, return control of the meeting with the hand shake, visitors to be greeted by - you or the President or TM you introduce, etc.

Ensure all forms are available for the next meeting, prior to the meeting.

Prepare a formal name badge for the newest members at their next meeting.

Some clubs have a position on the web site called a greeter – helps greet new members, and anyone else who walks thru the door. Get your club to appoint one for each meeting – this really helps the SAA.

Possible Banner Tips – Move Club Award Ribbons to sides of the banner.

Handout for Visitors and/or New Members

Organize for consistency (your way) from meeting to meeting.

Feel free to contact:

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