
Sergeant at Arms

Club Officer Training



Sergeant at Arms

- ▶ Role
- ▶ Responsibilities
- ▶ Resources



Session Objectives

- ▶ Identify your role within the club
- ▶ Fulfill your responsibilities within the club and club executive committee
- ▶ Find resources that help you fulfill your responsibilities

Sergeant at Arms Role



- ▶ Sets the stage for
 - A successful meeting
 - A fulfilling experience for members and guests
- ▶ Safeguard Resources

The Constitution

- ▶ Article VII Duties of Officers, Section 7
 - The sergeant at arms is responsible for club property management, meeting room preparation, and hospitality.
 - The sergeant at arms chairs the social and reception committee.

Sergeant at Arms Responsibilities

- ▶ Club Meeting
 - ▶ Before
 - ▶ During
 - ▶ After

- ▶ Special Events
 - ▶ Business Meetings
 - ▶ Contests

The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



Before Club Meetings

- ▶ Verify meeting room availability
 - Liaison with facility management
- ▶ Ensure necessary documents are available
 - Ballots & Note Pads
 - Checklists & Forms
 - Timer
 - Ah Counter & Grammarian
 - General Evaluator
 - Membership Applications

Upon Arrival at Club Meetings

- ▶ Set Up the Room - 30 Minutes in Advance
 - ▶ Tables & Chairs
 - ▶ Lectern, Gavel, Banner, Flag
 - ▶ Timing Light & Stop Watch
 - ▶ Ballots & Pens
 - ▶ Trophies & Ribbons
 - ▶ Lights & Temperature
- ▶ Post Signs



Upon Arrival at Club Meetings

▶ Set Up the Meet and Greet Table

- ▶ Guest Sign-In Book
- ▶ Guest Name Tags
- ▶ Pen & Marker
- ▶ Promotional Materials
- ▶ Toastmaster Magazine
- ▶ Guest Package



▶ Coordinate with Toastmaster

During Club Meetings

- ▶ Sit close to entry
- ▶ Welcome & assist late arriving guests
- ▶ Coordinate logistics with Toastmaster
- ▶ Respond to impromptu needs
 - ▶ Timing light failure - switch to cards
 - ▶ Speaking area set-ups
 - ▶ Seating
- ▶ Count ballots

After the Club Meeting

- ▶ Reset the room
- ▶ Pack up and secure all materials
- ▶ Inventory **Consumable Supplies & Equip.**
 - ▶ **Ballots, Checklist, Forms, Name Tags**
 - ▶ **Pens, Markers, Tape**
 - ▶ **Spare Bulbs & Batteries**
 - ▶ Laser Pointer, Projector, Cables
 - ▶ Power Point Remote
- ▶ Coordinate Replenishment

Business Meetings & Contests

- ▶ Escort Potential New Members
- ▶ Ensure No Interruptions
- ▶ Sequester Contestants
 - ▶ Table Topics
 - ▶ Speech Evaluation



Sergeant at Arms Action Plan

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources do you need?



Sergeant at Arms Resources



Getting Started

- ▶ Attend *Toastmasters Leadership Institute* (TLI) officer training program.
- ▶ Read Club Leadership Handbook.
- ▶ Coordinate with outgoing SAA.
- ▶ Integrate with executive committee.
- ▶ Confirm submission of the newly elected officers list.
- ▶ Review and order any needed materials.

Getting Started Leads to Success

