

As the sergeant at arms of your club, you ensure that meetings are well-run and set the tone for an organized, successful meeting.

The essence of the sergeant at arms role:

1. Manage club property.
2. Make sure everything is ready for a successful meeting.

The responsibilities of the sergeant at arms:

1. Tend to club property.
2. Coordinate club meetings.

Scenarios and Solutions:

Before Club Meetings:

- Confirm meeting room reservations a few days before the meeting.
- Ensure that plenty of blank ballots are available for voting for Best Speaker, Best Evaluator, and so on.
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Upon Arrival at Club Meetings:

- Arrange the meeting room and equipment at least 30 minutes before, so the meeting starts on time.
- Arrange tables and chairs.
- Set out the lectern, gavel, club banner, (optionally) the national flag, timing device, ballots, trophies, and ribbons.
- Place a table near the door to display promotional brochures, name tags, the Guest Book, and educational materials such as manuals, club newsletters, and the *Toastmaster* magazine for members to see.
- Ask all guests to sign the Guest Book and give each a name tag to wear during the meeting.
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During Club Meetings:

- Sit near the door to welcome late arrivals and help them be seated.
- Prevent interruptions and perform any necessary errands.
- Coordinate food service, if any.
- Collect ballots and tally votes for awards when necessary.
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After Club Meetings:

- Return the room to its original configuration.
- Pack up all materials and store them in a safe place.
- Pick up and dispose of any stray items or trash.
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Outside the Club Meeting:

- Schedule the meeting location.
- Maintain club equipment.
- Ensure adequate supplies are always available.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend a club meeting and for assistance if necessary.
- Prepare your successor for office.
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Participate in the executive committee.

- Keep the executive committee updated on the status of the club meeting space. Notify the committee of any changes regarding meeting space, size or cost.
- Work with the vice president education and vice president public relations to coordinate meeting space for speech contests or special events.
- Chair the social and reception committee.
- Work with the secretary and treasurer to order replacement items if needed.
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Additional Resources:

- Club Leadership Handbook (Item 1310)
- Distinguished Club Program and Club Success Plan (Item 1111)
- Ordering club supplies
- Ballots and Brief Evaluations (Item 163)
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