



Club Leadership Training Session

Achieving Success As Sergeant At Arms



Duties of the Sergeant at Arms

- ▶ Outside the club meeting
- ▶ During the club meeting
- ▶ After each club meeting



Outside the Club Meeting

- ▶ Schedule the meeting location.
 - ▶ Confirm room reservations a few days before the meeting
 - ▶ Notify the executive committee and Toastmaster of any changes in room number for the meeting
- ▶ Safety
 - ▶ Know the location and routes to emergency exits
 - ▶ Assign someone to help you in case of an emergency



Outside the Club Meeting

- ▶ Maintain Club Equipment
 - ▶ Occasionally check for:
 - ▶ Frayed cords on electronic items
 - ▶ Batteries that need to be replaced
 - ▶ Light bulbs that aren't working
 - ▶ Keep spares
 - ▶ Batteries
 - ▶ Light Bulbs



Outside the Club Meeting

- ▶ Check after every meeting to ensure adequate supplies are available
 - ▶ Ballots, ribbons, etc.
 - ▶ Notify the treasurer (or whomever purchases supplies) when they are running low
 - ▶ Keep an inventory of equipment and supplies that can be handed to the next Sergeant at Arms
 - ▶ Additional supplies
 - ▶ Flashlight and first aid kit, in case of emergency



Outside the Club Meeting

- ▶ Arrange for a replacement if unable to attend a meeting
 - ▶ Verify they have the supplies they need
 - ▶ Assistants are excellent for this duty



At the Club Meeting

- ▶ Complete room preparation at least 10 minutes before the meeting begins
 - ▶ Arrange tables and chairs
 - ▶ Check room temperature
 - ▶ Set up a lectern at the front of the room
 - ▶ Place gavel on lectern
 - ▶ Hang club banner
 - ▶ Display the national flag at the front of the room
 - ▶ Speaker's right if facing the audience



At the Club Meeting

- ▶ Complete room preparation at least 10 minutes before the meeting begins (cont.)
 - ▶ Set up timing lights towards rear of the room
 - ▶ Set guest book, pen, and nametags on a table near the door
 - ▶ Place ballots at each seat
 - ▶ Display promotional fliers, educational materials, club newsletters, order forms, The Toastmaster Magazine, and club charter near guest book



At the Club Meeting

- ▶ Complete room preparation at least 10 minutes before the meeting begins (cont.)
 - ▶ Display trophies, ribbons, etc. where they are visible
 - ▶ Safety Precautions
 - ▶ Verify cords are not running across walkways
 - ▶ Tape them down if the facility allows it



At the Club Meeting

- ▶ Greet members and guests and arrange for guests to sit with members
 - ▶ Assign a member to help guests when they have questions during the meeting
- ▶ Greet the area director and other visiting officers and escort them to the club president.



At the Club Meeting

- ▶ Arrange for food service at meal meetings
 - ▶ At a restaurant:
 - ▶ Verify the wait staff knows when to enter/leave the room
 - ▶ Verify how billing will take place and ensure club members know
 - ▶ Separate checks with 'table' pickup or pay up front, etc.
 - ▶ Other locations
 - ▶ Verify enough plates, napkins, etc.
 - ▶ Set food where it is accessible to members and guests but not obtrusive to the meeting



At the Club Meeting

- ▶ Ensure the meeting starts on time.
 - ▶ Some clubs have the Sergeant At Arms start the meeting
 - ▶ Call the meeting to order
 - ▶ Depending on club setup, lead the Pledge of Allegiance
 - ▶ Introduce the club presiding officer, toastmaster, or inspiration speaker
 - ▶ This varies greatly from club to club



At the Club Meeting

- ▶ Collect ballots and tally votes for awards
 - ▶ Varies from club to club
 - ▶ Some clubs have a specialized 'vote counter' who is usually a newer member or guest
 - ▶ Other clubs may have the Sergeant at Arms fulfill this role



After Each Club Meeting

- ▶ Return room to original configuration
 - ▶ Return tables and chairs to original place
 - ▶ As Toastmasters it is important to leave the meeting place as we found it
 - ▶ Good will towards Toastmasters as a whole
 - ▶ Nice to do
 - ▶ Throw away any trash as directed by the facility you are using
 - ▶ Reset temperature to original setting if you changed it



After Each Club Meeting

- ▶ Pack supplies and keep a running tally
 - ▶ Repack supplies carefully so nothing breaks
 - ▶ Check inventory while repacking
 - ▶ If necessary, inform the treasurer or secretary that more supplies are needed



After Each Club Meeting

- ▶ Store club property in a secure place
 - ▶ You are responsible for the supplies
 - ▶ If the supplies are stolen, meet with the executive committee
 - ▶ It is up to the club as to whether you are responsible to replace everything or if the club budget can afford it
 - ▶ If you can't be at a meeting ensure the supplies are available to your replacement



Additional Considerations

- ▶ Inspect alternate meeting sites for special events or joint meetings
- ▶ Establish equipment and seating requirements when planning those events



***A responsibility
and
a privilege***