

Guide for Sergeant at Arms

The Sergeant at Arms is responsible for looking after Club property: e.g. the club banner, lights, stopwatch, camera, projector, and weekly prizes, name tags, etc. It is also his or her duty to see that the room is properly set out for the meeting and to arrange for whatever tea, coffee, etc. may be needed during the break or on special occasions. The Sergeant at Arms also has special duties when competitions are being held.

Before the meeting

Be at the venue well before the start time.

See that the room is set up, with seating, tables, lectern, flip chart, and any other equipment needed, positioned and ready.

Hand over the lights, stopwatch, and bell, to the Timer.

Distribute the evaluation slips for the speeches, leaving them ready on each seat.

Take your own position at a table just inside the door and have the name tags and copies of the programme ready to hand out.

The attendance sheet and visitors book should also be on the table.

When guests arrive welcome them and introduce them to the Membership VP or an experienced member who can look after them during the evening. Visiting officers from other clubs or areas should be escorted to the President and introduced.

At the Meeting

Go to the lectern at starting time and welcome everyone.

Point out the position of the exits.

Ask everyone to check that mobile phones and pagers are turned off.

Give a brief quotation or joke to warm up the meeting.

Acknowledge the President, who will officially open the meeting, and return to your place.

After the meeting

Collect all the equipment, banner, meeting prizes, etc. and see them safely stowed.

Close down the room.

WRM