



TOASTMASTERS INTERNATIONAL

Club Leadership Training Session

## Achieving Success As Sergeant At Arms

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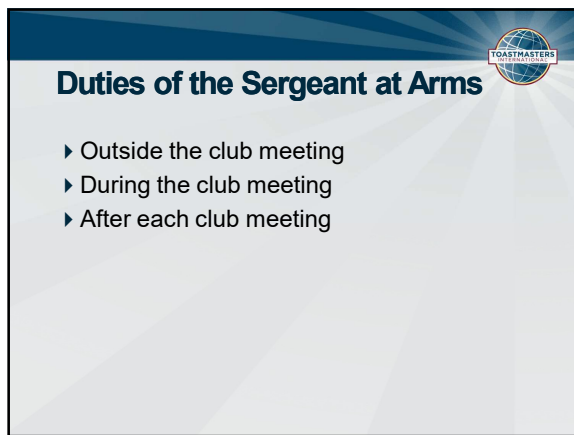
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### Duties of the Sergeant at Arms

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

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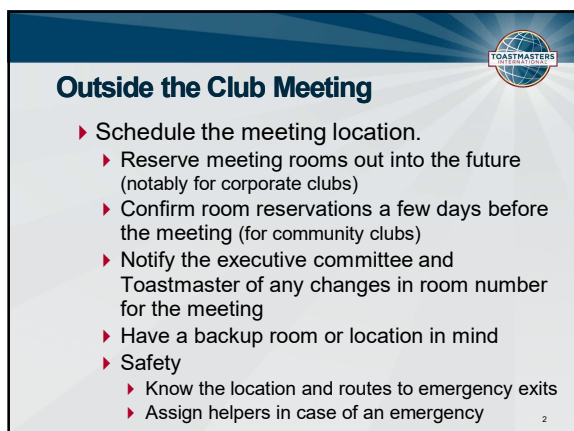
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### Outside the Club Meeting

- ▶ Schedule the meeting location.
  - ▶ Reserve meeting rooms out into the future (notably for corporate clubs)
  - ▶ Confirm room reservations a few days before the meeting (for community clubs)
  - ▶ Notify the executive committee and Toastmaster of any changes in room number for the meeting
  - ▶ Have a backup room or location in mind
- ▶ Safety
  - ▶ Know the location and routes to emergency exits
  - ▶ Assign helpers in case of an emergency

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**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

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**Outside the Club Meeting**

- ▶ Check after every meeting to ensure adequate supplies are available
  - ▶ Keep a supply 'tub' stocked with all you need
    - ▶ Purchase Ballots, ribbons, etc. (or notify responsible officer) when supplies are low
    - ▶ Notify VP of Membership when guest packet supply is low
  - ▶ Keep an inventory of equipment and supplies
    - ▶ To help collect supplies after the meeting
    - ▶ To hand to the next Sergeant at Arms
  - ▶ Additional supplies
    - ▶ Flashlight and first aid kit, in case of emergency

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**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

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### At the Club Meeting

- ▶ Complete room preparation at least 10 - 15 minutes before the meeting begins
  - ▶ Why? Guests start arriving 15 minutes in advance. You meet and greet them.
- ▶ Use a checklist of supplies for setup.
  - ▶ Also helps members pick up materials after the meeting
- ▶ Consider for room prep:
  - ▶ Arrange tables and chairs
  - ▶ Check room temperature
  - ▶ Set up a lectern at the front of the room
  - ▶ Place gavel on lectern

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### At the Club Meeting

- ▶ Complete room preparation at least 10 - 15 minutes before the meeting begins (cont.)
  - ▶ Hang club banner
  - ▶ Display the national flag at the front of the room, on Speaker's right if facing the audience
  - ▶ Set up timing lights towards rear of the room
  - ▶ Check timing lights & projector during setup
  - ▶ Set guest book, pen, and nametags on a table near the door
  - ▶ Place ballots at each seat

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### At the Club Meeting

- ▶ Complete room preparation at least 10 - 15 minutes before the meeting begins (cont.)
  - ▶ Display promotional fliers, educational materials, club newsletters, order forms, The Toastmaster Magazine, and club charter near guest book
  - ▶ 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

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**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.

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**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

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**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

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### 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

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### 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

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### 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

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### 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

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### Additional Considerations

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

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***A responsibility  
and  
a privilege***



**Session Evaluation Link:**  
<http://bit.ly/tliffedback>  
(Facilitator has Session Number)

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