

Sergeant At Arms



TOASTMASTERS
INTERNATIONAL

WHERE LEADERS ARE MADE

Role Overview

“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.”

Everything you do must support the Club Mission:

“We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

Main responsibilities:

- Tend to club property
- Ensure venue is booked and prepared for club and committee meetings
- Source and prepare venues for special meetings

Before the Club Meeting

- Ensure the venue is booked
- Ensure that the club has all the resources it needs

On Arrival at the Club Meeting

- Ensure the tables and chairs are set up in good time for the meeting start
- Set out all other necessary equipment (e.g. lectern, banners, technical equipment, guest book)
- Arrange food and drinks as required
- Mentor SAA of the meeting (depending on your club culture)

At the Club Meetings

- Greet guests and members
- Ask guests to sign the guest book (depending on your club's culture)
- Welcome late arrivals
- Arrange food / drinks as required
- Open the meeting (depending on your club's culture)
- Collect and tally ballot votes as required
- Ensure that the meeting is not disrupted

After the Club Meeting

- Pack away all equipment
- Return room to its original configuration
- Dispose of any rubbish

Outside the Club Meeting

- Schedule the meeting location
- Maintain club equipment
- Keep track of club equipment by maintaining an asset / inventory register
- Ensure adequate club supplies
- Attend club executive meetings
- Prepare your successor for office

Responsibilities at the Executive Committee Meetings

- Update the committee on the club meeting space status
- Work with Vice President Education and Vice President Public Relations to source meeting space for contests or special events
- Raise any requests for funding to replace or repair club equipment

Resources

The following resources are available to assist you in your role:

- [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) (https://www.toastmasters.org/resources/club-leadership-handbook)
- [Sergeant at Arms Training Video](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/SAA_v2_06072017/story_html5.html) (http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/SAA_v2_06072017/story_html5.html)
- President
- Club Officer Training

Opportunities for Skill Development as a Sergeant at Arms

As a Club Sergeant at Arms you will have the opportunity to develop the following skills:

- Asset/Inventory Management
- Master of Ceremonies
- Communication Skills
- Customer Service Skills
- Negotiation Skills
- Consulting
- Event Planning
- Organisational Skills
- Delegation
- Attention to Detail

The Next Step

Once you finish your term as the club's Sergeant of Arms you might like to take on another committee role where you can continue to grow your leadership and interpersonal skills.

Summary

- The Sergeant at Arms is responsible for booking and preparing the venue for club and committee meetings
- They are responsible for the club's equipment and supplies
- Along with the entire executive committee they are responsible to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.

Enjoy your term as Sergeant of Arms!