

CLUB OFFICER ROLES

SERGEANT AT ARMS

- ▶ Keeps track of the club's physical property (banner, lectern, timing device and other meeting materials)
- ▶ Arrives early to prepare the meeting place for members and stay late to stow all of the club's equipment.
- ▶ In charge of meeting place itself, obtaining a new space when necessary and maintaining contact with the people who allow you to use the space for your club meetings
- ▶ Also has a role to play during business meetings, speech contests, and other special club events

RESPONSIBILITIES

Tend to Club Property

Keep the club's banner, gavel, lectern, award ribbons, supplies, and other equipment safe and secure:

1. Arrive early to set up the meeting space.
2. Stay late to dismantle and clear the meeting space.
3. Stow all club property.
4. Leave the meeting room the way you found it.
5. Track the status of supplies ordered by the Secretary.

Coordinate Club Meetings

1. You are the liaison between the club and the management of the meeting place
2. Notify the management at least 3 weeks in advance if there are changes in your meeting schedule.

Accommodating Individual with Disabilities

1. As you select a venue and prepare for your events, be sure to provide appropriate accommodations for people with disabilities.
2. Reach out to your guests prior to the event to determine any special needs that may be present and incorporate those needs into your choice of venue.
3. It is your responsibility to put on the best event possible for all your guests and to ensure that everyone leaves with having had a positive experience.
4. Ensure that your meeting space is free of potential safety hazards before, during, and after meetings.

CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Confirm meeting room reservations a few days before the meeting.
- Ensure that plenty of blank ballots are available for voting (if your club votes for best speaker, etc.).

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, the national flag (optional), 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.
- Check the room temperature and adjust it if the room is too hot or cold.
- Ask all guests to sign the guest book and give each a name tag to wear during the meeting.

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.

After Club Meetings

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