

Sergeant-At-Arms Roles and Responsibilities Checklist - Page 1

1. Executive Responsibilities:

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| 1.1 | Maintain inventory of club supplies |
| 1.2 | Maintain a list of the club's property and a sign-out sheet if applicable |
| 1.3 | Order supplies as per discussions with the executive |

2. Before the meeting:

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| 2.1 | Set up meeting signage outside of the meeting room |
| 2.2 | Set up signage outside of building if applicable |
| 2.3 | Arrange tables, chairs and the lectern |
| 2.4 | Arrange for guests to sit beside a designated meeting guide |
| 2.5 | Agenda, ballot and name tag for each place setting |
| 2.6 | Display club banner(s) |
| 2.7 | Display sign-in book, club certificates, awards and promotional materials |
| 2.8 | Set out water for toasts to Canada and the theme |

3. At the start of the meeting:

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| 3.1 | Introduce the chair person |
| 3.2 | Remind members to ask for role evaluations in their Competent Leader manuals |
| 3.3 | Set a fun and positive tone for the meeting |
| 3.4 | Help the chairperson promote the theme of the meeting |

4. During the meeting:

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| 4.1 | Help to establish the speaking area |
| 4.2 | Move the lectern as requested by speakers |
| 4.3 | Help with speaker's props |
| 4.4 | Communicate with chairperson and speakers |
| 4.5 | Collect and tally ballots for best Table Topics, evaluator and speaker |

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5. Audio / Visual

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| 5.1 | Help chairperson and prepared speakers with their audio/visual needs |
| 5.2 | Set up projectors, screens and computers |
| 5.3 | Show speakers how to use presentation remote controls |
| 5.4 | Adjust lighting for optimal viewing by the audience |

6. After the meeting:

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| 6.1 | Take down the room |
| 6.2 | Return tables and chairs to their original configuration |
| 6.3 | Store and secure club property |
| 6.4 | Remove any garbage |

7. Tips / Tricks / Advice

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| 7.1 | Have Fun! |
| 7.2 | Don't sweat the small stuff |
| 7.3 | Remember that you're on a team, if you need help, ask for it. |
| 7.4 | Be prepared with back up supplies and chairperson introductions |
| 7.5 | Maintain a meeting binder with backup jokes, word of the day, table topics, etc |
| 7.6 | Communicate regularly with fellow executives |
| 7.7 | Attend Club Officer Training |
| 7.8 | Learn the special requirements of being a SAA at contests |
| 7.9 | Help choose and train your successor |

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8. Resources

8.1	Previous Sergeant-At-Arms
8.2	Fellow executives
8.3	Fellow SAAs in your area
8.4	Conference SAAs
8.5	District Logistics Manager
8.6	Club Leadership Handbook (TM Item 1310)
8.7	Distinguished Club Program and Club Success Plan (TM Item 1111)
8.8	Ordering supplies: toastmasters.org/successfulmeetings