

HO #1

SERGEANT AT ARMS STANDARDS

Outside of the club meeting

1. Schedule the meeting location
2. Maintain club equipment and supplies
3. Attend club executive committee meetings
4. Attend district-sponsored club officer training
5. Arrange for a replacement if you are unable to attend a club meeting or for help if you need assistance
6. Prepare your successor for office

At the club meeting

1. Arrange the room before the meeting begins
2. Greet members and guests
3. Greet visiting officers
4. Arrange for food service
5. Ensure the meeting starts on time
6. Collect ballots and tally votes for awards