

Sergeant at Arms

Keeper of club properties

As the sergeant at arms, you are responsible for maintaining club properties, arranging the meeting room and welcoming members and guests at each meeting.

The [Club Leadership Handbook](#) describes these standards more fully and explains how to fulfill them.

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Schedule the meeting location.
- Maintain club equipment and check after every meeting to ensure adequate supplies are available.
- Attend club executive committee meetings.
- Arrange for a replacement if you are unable to attend a club meeting or if you need assistance.
- Prepare your successor for office.

At the Club Meeting:

- Arrange the room and equipment at least 10 minutes before the meeting begins. Make sure the lectern is in place, the banner displayed, evaluation forms and ballots distributed, awards, product guide, progress chart and educational material displayed, place cards arranged and name badges available.
- Greet members and guests and arrange for guests to sit with members.
- Greet visiting officers and escort them to the club president.
- Arrange for food service at meal meetings.
- Ensure the meeting starts on time.
- Collect ballots and tally votes for awards.

Download the [Club Leadership Handbook](#) for details about serving as Sergeant at Arms.

SERGEANT AT ARMS CHECKLIST

Before Club Meetings

- Confirm meeting room reservations a few days before the meeting.
- Ensure that plenty of blank ballots are on hand for voting for Best Speaker, Best Evaluator, and so on.

Upon Arrival at Club Meetings

- Arrange the meeting room and equipment at least 30 minutes before the meeting begins, so the meeting starts on time.
- Arrange tables and chairs.
- Set out the lectern, gavel, club banner, (optionally) the national flag, timing lights, ballots, trophies, and ribbons.
- Place a table near the door to display promotional brochures, name tags, the *Guest Book* (Item 84), *Toastmasters Product Guide* (Item 1205), *Order Forms* (Item 1205A), 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 too cold.
- Ask all guests to sign the *Guest Book* (Item 84), 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 safe place.
- Pick up and dispose of any stray items or trash.