

Standards for Success

Every club officer has performance standards to meet. These standards aid officers in understanding their roles and help club members know what they should expect from officers. The rest of this manual provides information you need to meet your standards.

An SAA must:

At the Club Meeting

1. Arrange the room at least 10 minutes before the meeting begins. Make sure the lectern is in place; the banner is displayed; evaluation forms and ballots are distributed; awards, product guide, progress charts, and educational materials are displayed; place cards are arranged, and name badges are available
2. Greet members and guests and arrange for guests to sit with members
3. Greet the area governor and other visiting officers and escort them to the club president
4. Arrange for food service at meal meetings
5. Ensure the meeting starts on time
6. Collect ballots and tally votes for awards

Outside of the Club Meeting

1. Attend district-sponsored club officer training
2. Schedule the meeting location
3. Maintain club equipment and check after every meeting to ensure adequate supplies are available
4. Chair the reception committee
5. Attend club executive committee meetings
6. Arrange for a replacement when unable to attend a meeting and for assistance if necessary
7. Prepare your successor for office

Attend Club Officer Training

Schedule the Meeting Location

Maintain All Club Equipment and Materials

Chair the Reception Committee

Attend Executive Committee Meetings

Arrange for a Replacement or Assistance

Prepare Your Successor for Office

Arrange Room and Equipment for Each Meeting

After you have arranged the tables and chairs, set out the following:

- Lectern
- Gavel
- Club banner
- National flag (optional)
- Timing lights
- Guest book (Item 84)
- Promotional brochure (Item 99)
- Guest nametags (Item 231)
- Ballots (Item 163)
- Trophies, ribbons, buttons, etc.
- Club charter
- Educational materials, club newsletters, etc., for members to see

Greet Guests and Members at Each Meeting

Greet the Area Governor and other Visiting Officers

Arrange for Food Service at Meal Meetings

Ensure the Meeting Starts on Time

Collect Ballots and Tally Votes for Awards

