**SERGEANT AT ARMS**

The role of Sergeant at Arms is vital in managing a Club meeting or event.

They ensure that the venue is organised and welcoming and that everyone has what they need in order to complete their role. They are responsible for the Club’s property i.e. the banner, lectern, timer’s lights etc., and at the end of the meeting they ensure that everything is securely locked away. The Sergeant at Arms also make sure that everything is in working order as required

**Before the meeting**

Contact all speakers and the Topics Master (presenters) to identify any equipment needs. Should one or more of the presenters wish to present a slide deck (e.g. PowerPoint) then the Sergeant at Arms should identify 1 laptop for use by all presenters, and ensure all slide decks are loaded onto it in advance.

Set out the chairs providing easy access to the stage and emergency exits. Display the Club’s banner in a prominent position, set up the lectern, laptop and projector, flip charts or any aids that the speaker(s) may require on the stage area.

Set up the Timers table to include the lights, stop watch, pen & paper.

Ensure that the visitor’s book is easily visible and has a pen so that visitors can complete their contact details and if there is any promotional flyers, they are placed within easy view so the guests can help themselves.

Place a copy of the agenda and voting slip on each chair with a copy on the timer’s table and the lectern for the Toastmaster of the evening.

Where members have been allocated the role of bringing refreshments, the Sergeant at Arms should ensure that they set up the refreshments in a suitable area of the venue and that the cups & saucers are laid out and all requirements are available.

The Sergeant at Arms must put out the award Ribbons in preparation of the President making his presentations at the close of the meeting.

**During the meeting**

At the required time the Sergeant at Arms should call the meeting to start and ask everyone to take their seat.

He/she should point out the emergency exists and procedure, make everyone aware of the facilities and ask that any Mobile Phones be switched off.

You are allocated **1 minute** for convey this information to the audience.

The Sergeant at Arm will then introduce the Club President to the stage.

At the end of the prepared speaking session, table topic speaking session and evaluation session the TME will ask the audience to vote for the best speaker, most improved speaker, best table topic speaker and best evaluator.

On each occasion the TME will ask the sergeant at Arms to collect the voting slips and deliver them to the timer for counting.

Following the refreshment break the Sergeant at Arms will call all members back to their seats and resume the meeting before handing the stage back to the TME.

**At the end of the meeting**

At the conclusion of the meeting the Sergeant at Arms will ensure that all Club property and belongings are securely packed away and that he venue is left clean and tidy.

The Sergeant at Arms role helps members to gain greater organizational skills, and also improves time management abilities.

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