

Sergeant at Arms (SAA)

Club Officer Training



Agenda



- ▶ SAA
Role



- ▶ SAA
Responsibilities



- ▶ SAA
Resources

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



SAA Role



SAA Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings



Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.



Upon Arrival at Club Meetings

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.



Upon Arrival at Club Meetings

- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book.



During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.



After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.



Outside the Club Meeting

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.



Outside the Club Meeting

- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.



The Executive Committee

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.



How to Fulfill the SAA Responsibilities



- ▶ How
- ▶ When
- ▶ Who
- ▶ What

SAA Responsibility Action Plan

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

SAA Resources



Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing SAA.
- ▶ Meet with current executive committee.
- ▶ Introduce yourself to meeting space contacts.
- ▶ Ask for volunteers to assist you.

Additional Resources

Sergeant at Arms Resources

*Distinguished Club Program and
Club Success Plan (Item 1111)*

www.toastmasters.org/1111

Ordering club supplies

[www.toastmasters.org/
successfulmeetings](http://www.toastmasters.org/successfulmeetings)

Ballots and Brief Evaluations
(Item 163)

www.toastmasters.org/163

This concludes the session.

Club Officer Training

