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 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  
Ballots and Brief Evaluations  
(Item 163)  
www.toastmasters.org/163
This concludes the session.

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