# Sergeant at Arms (SAA)

Winter TLI Training Amy Noll, DTM December 5, 2020



# Agenda



SAA Role



SAAResponsibilities



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**

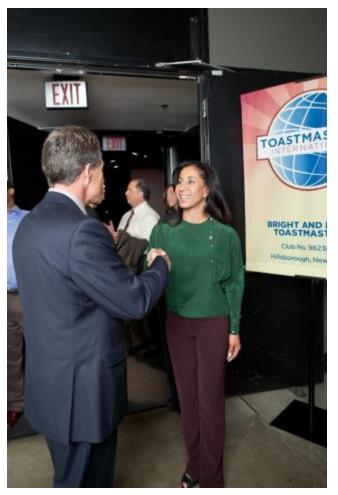
- Welcome late arrivals.
- Coordinate food service, if any.
- Collect ballots and tally votes when necessary.





# 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)

Ordering club supplies

Ballots and Brief Evaluations

(Item 163)

www.toastmasters.org/1111

www.toastmasters.org/

successfulmeetings

www.toastmasters.org/163



#### This concludes the session.

**Club Officer Training** 

