



Expectations

As Sergeant at Arms, you serve a vital role in **District 99** and **Toastmasters** in providing a richer experience to members. As you set the tone for each meeting by arriving early to prepare the meeting place for members and stay afterwards to stow all the club's equipment with the help of other club members. You are also in charge of the meeting place itself, booking well in advance and making alternate arrangement when the regular meeting space is not available. You maintain contact with the people who allow the club to use the space for your meetings. You also keep track of the club's assets, such as the banner, lectern, timing device, and other meeting materials.

Responsibilities

During your term you are expected to:

- Store club equipment and materials
- Manage meeting facilities
- Provide hospitality and membership information for guests
- Understand physical logistics
- Distribute club materials
- Negotiate, as needed
- Remain current with the Leader Letter
- Hold yourself and other officers accountable including your attendance as a group of the first and second rounds of club officer training
- Ensure that the following items are addressed in the monthly executive meeting agendas
 - Regular Club Business
 - Club Finances
 - Membership Renewals
 - Officer Reports
 - Gaining new members.
 - Progress in DCP
 - How to improve meetings
 - Mentoring program
 - Are members meeting their education goals, and how to help them.

I have read the above expectations for my role as Sergeant at Arms and agree to fulfill them to the best of my ability. I understand that if I fail in these responsibilities, it may result in my replacement.

Name & Signature

Date

Club

Area



Skills you will learn

- Organization and problem-solving
- Asset Management
- Inventory control
- Planning and logistics
- Negotiations
- Networking and relationship-building
- Compliance with standard procedures