

# Club Officer Training

Von Eric Tandoc, DTM  
Past Division B Director



# Introduce Yourself

- Name
  - Name of your club
  - How long you have been a Toastmaster
- How many times you have taken this position
- How can this position benefit you and to your club?

# Sergeant at Arms



# 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.



# Sergeant at Arms

## **After the Club Meeting**

Store club property in a secure place

Ensure the timing device is in good repair

Inventory the supply of name badges, ballots, and other items

If inventory of any item is low, ask the secretary to order more



# 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.



## **Club Organization and Protocol – SAA explains protocols to new members**

Begin meetings on time

Deliver quality speeches

Keep up the meeting's momentum

Conduct club business

Provide useful feedback

End meetings promptly

# Sergeant at Arms

## **Asset Inventory**

Sergeant at Arms keeps a list of club assets to ensure the transfer to the successor officer is done smoothly.

## **Safety**

Power cords removed from walkways or secured to avoid tripping

Flashlights in case of power failure

Standard first-aid kit

Location of and routes to emergency exits

Appointed assistant for emergencies

# Questions?



# Important Web Sites

- ▶ **Toastmasters International**
  - ▶ [www.toastmasters.com](http://www.toastmasters.com)
  - ▶ Your club website on the TI site
- ▶ **District 99**
  - ▶ [d99tm.org](http://d99tm.org)
- ▶ **Area Facebook Pages**
  - ▶ [www.facebook.com](http://www.facebook.com)
  - ▶ e.g Derrick Toastmasters, Drayton Valley
- ▶ **Linked In**
  - ▶ [www.linkedin.com](http://www.linkedin.com)
  - ▶ e.g. The Official Toastmasters International Members Group



# Additional Resources

## Sergeant at Arms Resources

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

[www.toastmasters.org/1111](http://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](http://www.toastmasters.org/163)

# **Von Eric Tandoc, DTM**

***Speaker, Author, Facilitator, Trainer***

*[vetandoc@gmail.com](mailto:vetandoc@gmail.com)*

*(780) 241-0980*