



# Rotary Club of Oak Bay Preferred Practices For Sergeant-at-Arms

## **An important note for the users**

*The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.*

*Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.*

*It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.*

**Rotary Club of Oak Bay  
Club Service – Programs  
Preferred Practices for Sergeant-at-Arms**

**NOTE: The Sergeant-at-Arms (Operations) and the “Celebrations Master” are TWO SEPARATE and DISTINCTLY DIFFERENT ROLES**

**KEY FUNCTION OF THE SERGEANT AT ARMS**

The primary role of the S@A is to maintain the dignity and prestige associated with Rotary Club by:

- (a) Handling the physical preparations and the logistical aspects of the meeting.
- (b) Unobtrusively guiding the general conduct of the meeting (Club Secretary’s Manual, p. 61).

**AIM OF THIS DOCUMENT**

To ensure that ALL committee members and participants of the Sergeant at Arms Committee are fully informed of their roles and responsibilities

**PREFERRED PRACTICES FOR THE SERGEANT AT ARMS (Operations)**

1. Your first responsibility is to learn from the club president what they will expect of you each week. This will generally include:
  - a. Making sure the flags, banners and speaker podium with gavel and gong are set-up properly. (See Preferred Practice for Room Set-up)
  - b. Ensuring the AV equipment and sound system are set-up and ready to go.
  - c. Ensuring that tables and chairs are arranged properly (Club Secretary’s Manual, pp. 61- 62)

While the Sergeant may delegate these responsibilities to a committee member or club members, the Sergeant should ensure that the designated tasks are done. See Preferred Practice for Room Set-up and Dismantle.

2. The cardinal rule for S@A is to arrive 15 to 20 minutes early (11:55-noon) to ensure that everything is ready for the meeting to run smoothly (Club Secretary’s Manual, p. 62).
3. Ensure those persons responsible for the invocation, speaker introducer, speaker thanker and the “celebrations master” are aware of their duties on a particular date. Should any of the above persons are absent, the S@A must find s substitute.
4. It is the S@A’s duty to ensure that the President has the most up-to-date list of persons performing the aforementioned duties.

5. The S@A should also ensure that visiting Rotarians and guests are escorted to the front of the line for meals. As well, they should make an effort at the end of the meeting to thank guests for attending the meeting.

While the S@A is also responsible for the levying of fines, announcing of birthdays and anniversaries, happy and sad dollars, and the 50/50 draw, it is preferred that this role designated as the “Celebrations Master” be reassigned to others in the club on a monthly basis or other basis as determined by the S@A. In selecting persons for the Celebration Master role, be sure to invite newer club members to take part and coach them as is needed.

See preferred Practice for the “Celebrations Master”

### **SOME MISTAKES TO AVOID**

1. Forgetting to contact the person responsible for the program to ensure that the speaker’s presentation needs (audio, video etc) are fully met.
2. Forgetting to inform the President about any changes in duties.

### **RISK MANAGEMENT**

At the present time there is no Risk Management document for the Sergeant at Arms (Operations) Committee.

This Preferred Practice is compiled by:

Rotarian Jim Force

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Approved by the Board of Rotary Club of Oak Bay on August 16, 2010

Revised By:

Date: