



120 Sergeant-at-Arms

General

The Sergeant-at-Arms:

- organizes and ensures the smooth running of members' meetings, and
- ensures meeting records are created and maintained as required.

It is expected that the Sergeant-at-Arms will recruit several members to assist in this process, and that most of the following tasks will be delegated.

Tasks

- prepare protocols for delegated Service for posting by the Webmaster and publication in the Meeting Protocols manual.
- Oversee all assistants
- set up venue and check that everything is in order (flags, gavel, bell, tables)
- place equipment for speaker, as advised by program committee (a/v, lectern, water)
- place ceremonial paraphernalia (President's Seal-of-office, bell, gavel, speaker's recognition, birthday cards)
- administer front-of-house (attendance, sales meeting, pins, banners, draw)
- greet new members and brief them on protocol and procedures
- welcome guests and members
- introduce guests and Visiting Rotarians
- ensure that the meeting starts on time
- lead singing of anthems
- keep good order and decorum during meetings and bring to the attention of members any breaches of protocol and decorum
- in the absence of an appointed election or voting committee, collect and tally ballots as required
- cleanup after meetings; pack up equipment and materials, and restore the room
- ensure safe storage of any equipment, supplies and other Rotary property owned by the Club
- inventory and reorder meeting supplies when needed
- scan and post meeting documents to shared folder online