



## 120.01 Meeting Sergeant-at-Arms

### General

You are the deputy Sergeant-at-Arms and leader of the team; you should keep an eye on things to make sure that they happen and fill in holes where they appear. Do not be afraid to ask another Rotarian to fill in if somebody does not show up on time.

Make sure your team has what they need. Ask for help if you need it – Sergeant-at-Arms; Director, Administration; President.

All items are found in the storage cubby.

### Tasks

#### Set up

Arrive at the Union Club by 11:00 AM to set up as follows

- All required items should be in the storage cubby – Rotary Welcome sign, name badges, and Chase-the-Ace board.
- All other items should be in the blue bin labelled Rotary Victoria
  - the cash box;
  - all paper supplies are in the green file box inside the blue bin (If any of these supplies is getting low, please notify the Sergeant-at-Arms);
  - all other meeting items (bell, gavel, lectern banner, table signs, etc.).
- The projector is in the kept in the office of the Catering Manager.

Please ensure that all lists and envelopes are dated.

- Outside:
  - Rotary welcoming sign on the lower step at entry
- Registrar's Desk:
  - Members' name badge board
  - place 4-Way Test by hinge for all to see
  - place citations on the table in front of the badge board
  - guest registration sign
  - copy of latest Service Roster
  - clip board with Guest Register - dated, with pen
  - Guest cards
  - Visiting Rotarian cards
  - copy of the current Service Roster protocols – in blue presentation cover
  - publicity materials
- Cash Desk – Meeting Cashier:
  - multi-page Meeting Report - dated
  - Reconciliation sheet - dated
  - cash box
  - receipt book
  - 10-meal cards (more meal cards in file cabinet – see Sergeant-at-Arms)



- \$50.00 float
- envelope (1) labeled: Meeting
- Cash Desk – Draw Cashier:
  - station sign
  - baskets (2) for Draw cash and Draw tickets, also used for Recognition collection
  - roll of tickets (more tickets in file cabinet)
  - cash slip for Draw
  - envelope (1) labeled: Recognition.
- Head Table:
  - President's badge
  - Club Bell and gavel (usually on small table beside lectern)
  - gift for thanking presenter: Project Literacy book or Operation Eyesight folder – see President
  - birthday cards
- Lectern:
  - RI President's banner – hang on front using the clear plastic hooks (be gentle on the hooks).
  - flags – check placement and in correct order (from left: Canada, USA, GB, BC, Rotary)
  - set up projector, unless it is known that it will not be needed. See Sergeant-at-Arms for access to the projector.

#### During meal:

- take head count and verify count with Meeting Cashier. Sort out any differences.
- verify count of those taking meals with Union Club's Room Captain.

#### At end of meeting:

- all most items must be re-stored in the blue bin.
  - guest registration sign, protocols, guest and visitor cards, publicity materials
  - cash tray (check float)
  - draw sign, blue baskets, draw tickets roll
  - President's badge, bell, gavel, RI banner
- all non-consumables must be re-stored in the storage cubby.
  - Blue bin
  - welcome sign
  - name badges
  - projector
- check all consumables to ensure there are enough for the following week, arrange for replenishment with the Sergeant-at-Arms.
- ensure cash envelopes will be delivered as required – see Meeting Cashier
- ensure the float (in \$5 bills) is available for the following week– see Meeting Cashier
- forward lists to Sergeant-at-Arms for uploading to shared folder:
  - Guests & Visiting Rotarians list
  - Attendance list
  - Reconciliation report (if available, should go with meeting cash)