



Sergeant-at-Arms Responsibilities

Summary:

Set up the reception table and ensure that the meeting room is ready, welcome members and guests, take attendance, collect Happy Dollars and other funds, confirm the breakfast headcount with Lake Forest Club staff and give the Rotary Club Treasurer the completed Attendance Sheet and collected funds.

Lake Forest Club staff (Andrew or Miguel) will:

Unlock the front doors and set up the reception table, speaker's podium, bell, flag, 4-Way-Test banner, monitor, and laptop. Most of the time LFC staff will place the name badge briefcase and supplies briefcase on the reception table.

Sergeant at Arms:

- Prior to the meeting, create a greeting sheet to be posted at the reception table with the names of the speakers and guests.
- Arrive by 6:45am.
- Set-up the reception table with: the name badge and supply briefcases, greeting sheet, forms for guests and visiting Rotarians, guest name tag labels and the Attendance Sheet. If LFC staff has not placed the briefcases on the reception table, the cases may be under the reception table, inside the coatroom or inside the door to the storage room at the northeast corner of the dining room.
- Welcome people as they arrive.
 - Hand members their name badges, provide speakers and guests with name tag labels and assure that the forms for guests and visiting Rotarians are completed.
 - Answer questions that attendees may have or direct them to a member or to LFC staff.
 - Collect the breakfast fee (\$18) for visiting Rotarians and for guests of members note on the Attendance Sheet the member's name to be billed for the breakfast or collect the fee. The speakers and people attending with the speaker (e.g., an assistant) and prospective members who are guesting are not charged for breakfast. There is an envelope with \$1 bills in the supply briefcase for making change.
 - Record attendance and fees collected on the Attendance Sheet.
- Prior to the start of the meeting give the presider the completed guest and visiting Rotarian cards so they can be introduced.
- Collect Happy Dollars, count and record on the Attendance Sheet.
- If the in-person meeting is also being conducted virtually, bring the cordless microphone to in-person attendees that make announcements, give Happy Dollars or ask questions of the program speakers, so that they can be heard by those attending virtually.
- Once Happy Dollar collection is over is usually a convenient window to eat breakfast.
- Tally the number of attendees and funds received on the Attendance Sheet. Completing the tallies is best done after the program begins since members can arrive well into the meeting. Make notes on the Attendance Sheet to explain any funds that are collected for reasons not listed on the Attendance Sheet (e.g., dues).
- Have Andrew or Miguel review the in-person headcount on the Attendance Sheet, make any needed adjustments and once the LFC and SAA headcounts agree, have either of them initial the Attendance Sheet.

- Take a photo of the completed and LFC initialed Attendance Sheet and text it to the Club President (Jerry Kelly - 847-922-9464), Club Treasurer (Steve Fox - 773-580-6115) and Club Accountant (Terry Lesser – 847-373-8415).
- Get an envelope from the supply briefcase and write the date and amount of money collected on the envelope and place the Attendance Sheet and money in the envelope and give it to Rick Lesser, if he is at the meeting or to Steve Fox, the Club Treasurer.

Sergeant at Arms – As necessary:

- Offer new members the opportunity to work with the SAA for several meetings to facilitate new and existing members becoming acquainted. It is suggested that new members work with the SAA for four meetings, as soon as practical, after becoming a member.
- Update the Attendance Sheet as membership or other changes occur. Circulate the draft of the update to the Club: President, Treasurer, Membership Chair and Accountant for approval before it is finalized. Send the final copy to the Club Accountant.
- Assure that the supply briefcase has adequate quantities of the Attendance Sheets, envelopes, guest and visiting Rotarian cards, name-tag labels, change for breakfast fees, etc.
- Maintain the name badge briefcase to assure that badges are more or less alphabetical, that badges of ex-members are removed and work with the Club Membership Chair to assure that new members receive badges.
- When the meeting is conducted offsite:
 - Assure that the name badge and supply briefcases get to the meeting location and are returned to the LFC.
 - Coordinate with the President to assure that items that may be needed to conduct the meeting such as the flag, 4-Way-Test banner, podium and bell get to the meeting location and are returned to the LFC.
 - Assist with meeting set-up and tear down.