



TLI

Toastmasters Leadership Institute

Sergeant at Arms Training

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Mentor. Guide. Listen.
District 55



Agenda

- What is a Sergeant at Arms?
- What are the standards for success for the Sergeant at Arms role?
 - Before, during and after the club meeting
- Additional meeting duties
- Check lists
- Evaluate yourself



What is a Sergeant?

- ser-geant (sär j nt)*n.*
- 1. *Abbr. SGT or Sgt or Sgt.*
 - a. A noncommissioned rank in the U.S. Army or Marine Corps that is above corporal and below staff sergeant.
 - b. Any of several ranks of noncommissioned officers in the U.S. Army, Air Force, or Marine Corps: master gunnery sergeant; staff sergeant.
 - c. One who holds any of these ranks.
- 2. *Abbr. Sgt.*
 - a. The rank of police officer next below a captain, lieutenant, or inspector.
 - b. A police officer holding this rank.
 - 3. A sergeant at arms.



What is a Sergeant at Arms?

- *n., pl.*, sergeants at arms.
- An officer appointed to keep order within an organization, such as a legislative, judicial, or social body.
- ***The busiest person at a Toastmasters Meeting!***



Standards for Success

- Outside of the Club Meeting
 - Attend district-sponsored officer training
 - Schedule meeting location
 - Maintain club equipment and check after every meeting to ensure adequate supplies are available
 - Attend club executive committee meetings
 - Arrange for a replacement when unable to attend a meeting and for assistance if necessary
 - Prepare your successor for office



Standards for Success (cont.)

- At least 10 minutes before the start of a Club Meeting
 - Arrange the room **and make sure:**
 - The lectern and (timer lights) is in place
 - The banner (and flag) is displayed
 - Evaluation forms and ballots are distributed
 - Awards, catalog, progress charts and educational material are displayed
 - Place cards arranged
 - Name badges available.
 - ***Anything else your club usually uses!***



Standards for Success (cont.)

- Before the Meeting Begins
 - Greet members and guests and arrange for guests to sit with members
 - Greet the area Governor and other visiting officers and escort them to the club president
 - Arrange for food service at meal meetings
 - Ensure the meeting starts on time



Additional Meeting Duties

Last . . .but certainly NOT least . . .

- During the meeting . . .

You are in charge of “Things such as These”

- Speaker support, noise abatement, faulty timer lights, open doors, room temperature, **safety problems** . .

i.e. anything needed to make sure that the meeting moves along without anything that might detract from the smooth operation of the meeting.

KEEP YOUR EYES AND EARS OPEN



After the Meeting

- From the Standards: “Maintain club equipment and check after every meeting to ensure adequate supplies are available”
- Any other action needed before you leave the meeting room
- If possible, you should be the last person to leave the meeting room and before you leave
...

Look around one last time.



Check Lists

If you are a check list kind of person:

- The Sergeant at Arms Officers Manual Includes check lists – Check them out!
 - Check list for each meeting
 - Monthly Check lists of suggested Sergeant at arms duties



Evaluate Yourself

- What new information or practices did the sergeant at arms learn at club officer training and other district events that he or she shared with the club?
- Was all the club equipment maintained?
- Did the club always have sufficient supplies for each meeting?
- What administrative challenges did you observe the sergeant face during his/her term and how effective was his/her response to these challenges?
- Were all members and guests warmly greeted?
- Were special guests such as the area governor greeted and escorted to the club president?



Web Resources

Club Officer Roles	www.toastmasters.org/ClubOfficers
Communication Track	www.toastmasters.org/CommTrack
Conduct Club Business	www.toastmasters.org/ClubBusiness
DCP Rules and Requirements (PDF)	www.toastmasters.org/DCPmanual
Educational Program	www.toastmasters.org/EducProgram
Leadership Track	www.toastmasters.org/LeadTrack
Logos	www.toastmasters.org/Logos
Meeting Roles Descriptions	www.toastmasters.org/meetingroles
Order Form (PDF)	www.toastmasters.org/orderform
Order Products Online	www.toastmasters.org/shop
Organization Chart (PDF)	www.toastmasters.org/OrgChart
Policies and Procedures	www.toastmasters.org/policiesandprocedures
WHQ E-mails for Member Questions	www.toastmasters.org/departments

