

Sergeant at Arms

At the meeting

- Arrange the room **at least** ten minutes before the meeting begins
- Make sure the lectern is in place with the gavel, the lights/cards are set up and the banner is displayed,
- Seats should be arranged properly with agendas and voting slips on them
- Arrange Timing Cards, Agendas and Clock on Timekeepers table
- Place Award Ribbons ready for President

- Greet members and guests and arrange for guests to sit with members

- Ensure members and visitors "sign in"
- Ensure the meeting starts on time

Open the meeting with a welcome. Remind everyone to turn off their mobile phones, introduce the Toastmaster.

During the meeting

- Collect voting slips and hand to Timekeeper/General Evaluator
- Keep an eye on the time during the break

Re-open the meeting after the break. Remind everyone about their phones again and also draw attention back to the Word of the Day and reintroduce Toastmaster.

At the end of the meeting

- Help put away Banner cards, gavel etc