

Sergeant at Arms Training Handout

For use at the 2016-2017 Division G-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 40, first two paragraphs under Sergeant at Arms).

Role paragraphs distilled:

- Store and keep track of (inventory) the club's property and supplies
- Arrive early enough to have the room set up before guests arrive so officers can be ready to greet guests as they arrive.
- Stay after the meeting to break the room down and return club property to storage.
- Serve as interface between club and the meeting space management.
- You have special duty at club contests and other events.

R2 is Responsibilities (see them under the two headings on CLH page 41). Your goals:

- A great first impression for guests by means of a well-organized meeting room.
- Efficient tracking of club supplies so they can be ordered when quantity dwindles.
- A good relationship between the club and the entity which manages the meeting space.

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 43 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as club sergeant at arms. Sergeants at arms at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 40 through 43 in the Club Leadership Handbook.
3. Check out the resources on page 43.
4. Put into place if not already extant an effective club property storage system.
5. Consider maintaining an inventory sheet of all club property and supplies.
6. Prepare a room layout diagram and setup notes to help you get your job done more quickly and allow someone else to do the same great job in your absence.