



Sergeant at Arms Training Script

For use at the 2023-2024 Division H-hosted Officer Training Sessions

Based on Sergeant at Arms Club Officer Training manual (T.I. Item 1313H Rev. 05/2018)
and Club Leadership Handbook (T.I. Item 1310 Rev. 05/2023).

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NOTE TO LEADER

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to this script and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

Session Introduction

My name is <name>. As a training facilitator, I am responsible for conveying the information that club officers need to fulfill their roles. Why? Because well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. That last point is reinforced by statistics reported by the District 38 Chief Information Officer, who told us at the time that about 80% of the clubs who have their officers trained achieve some level of distinguished status.

We're going to look at the three R's. They are:

Role

Responsibilities

Resources

Included in your handout package are the relevant pages from the Club Leadership Handbook, which is a valuable resource for club officers. You can flip to the second handout page now, as that's where we'll be going shortly.

A little about me. [Describe your background in Toastmasters. Highlight the awards you've received, how long you've been a member and in which club officer roles you've served.]

Congratulations! As the Sergeant at Arms of your club, you ensure that meetings are well-run and set the tone for an organized, successful meeting.

Alright, let's jump in. First R! Turn to Club Leadership Handbook page 36 in your handout package, please. I need a volunteer to read the first paragraph under Sergeant At Arms as it describes your role.

[Discuss. Storage on/off site of club property? How early should the SAA arrive?]

I need someone else to read the next paragraph, please.

[Discuss, especially the speech contest aspect.]

[Read the club constitution section (reproduced below) which describes the office.]

The Sergeant at Arms is responsible for club property management, meeting room preparation, and hospitality. The Sergeant at Arms chairs the Club Social and Reception Committee.

R2 is Responsibilities. There are two of them and they're identified under the headings on page 37. We'll go through them quickly and your homework assignment is to review them thoroughly. If you have questions about these, ask! Ask me today, ask someone with SAA experience, ask your area director, but ask!

* **Tend to Club Property** [First 4 points are perhaps obvious. How many trainees are from clubs which keep an inventory of supplies? At business part of club meeting and/or at executive committee meetings, the SAA can share briefly the supplies status, perhaps noting that she has/will be communicating with the secretary so that supplies can be purchased.]

* **Coordinate Club Meetings** It's rare for a club to meet in the same place for its entire existence. When your venue changes, you are the officer responsible for making the move smooth. When the club needs a different room arrangement for a given meeting, the Sergeant at Arms works that out in advance with the management of the meeting place. [Review the Common Meeting Changes items]

[Review the note about corporate club-specific methods]

Your responsibilities are in four categories as you can see under the Summary of Responsibilities heading on pages 38 and 39.

Before Club Meetings: [Review these items, noting that they won't all apply to all clubs.]

Upon Arrival at Club Meetings: You should be the first person there, arriving before members, and certainly before any guests, as a bad first impression is left on a guest who arrives before anyone else. 30 minutes is the amount of time suggested here to allow for adequate room preparation, but make that greater if need be. Some corporate clubs can't get into the room until a few minutes before the start of the meeting. In those cases, you have to make do.

[Review all of this. Name tags and guest book are important to have and use!]

During Club Meetings: [Review all of this.]

After Club Meetings: [Review all of this.]

Common Scenarios Sergeants at Arms Face: [either review some of this material quickly or let it be homework].

R3 is Resources. Your first resource is right here, right now. Officer training. Even if your club elects officers on an annual basis I strongly recommend you attend the summer and winter training. Get to as many sessions as you can, not so you can hear the same lecture over and over again, but so that you can hear from and exchange ideas with as many of your fellow Sergeants at Arms and Toastmasters as possible. It's the N word: Networking. On page 40, you'll see a list of links to resources on the T.I. site. If you go to the Shop part of the T.I. site and type in those item numbers, you'll be able to either purchase them or download (most of them) at no cost. Another resource would perhaps be the Sergeant at Arms who preceded you. Visits to other clubs are also a great way to see how your counterparts elsewhere do their job.

Some might consider this the least important officer position, but that's not the case. Never underestimate the role of Sergeant at Arms. Setting the tone for the club meeting, preparing the room, greeting members and recruiting volunteers demonstrates competent leadership skills. Serving as the Sergeant at Arms improves your organizational skills and gives you the opportunity to practice running successful meetings. You will learn to delegate and be more detail-oriented.

Let's summarize by presenting your homework assignment.

1. Attend as many officer training sessions as you can.
2. Read pages 36 through 39 in the Club Leadership Handbook.
3. Check out the resources on page 40.
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.

Time for Q&A.

Distribute evaluation form to encourage feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]