

Sergeant-at-Arms

The role of the Sergeant-of-Arms is extremely important. Along with the Toastmaster, he or she is responsible for setting the pace and tone of the meeting.

The Sergeant-at-Arms has three primary functions,

- (1) Set up the meeting room
- (2) Introduce the President (or Presiding Officer if president is not available)
- (3) Re-open the meeting after the break.

Before the meeting starts:

- Arrive at the meeting early meeting to ensure enough time to set up the room properly.
- Set up meeting tables, make sure there are adequate chairs for participants and guests.
- Place the following items at participant seats around the meeting tables:
 - Water containers
 - Water Glasses
 - Evaluation sheets
 - Voting Containers
- Ensure that the lectern and gavel are placed at the front of the room
- Place the blue and gold Toastmasters banner in full view of club members and guests
- Position the ***Welcome to Toastmasters*** sign in the window or entrance
- Set up the guest table with brochures, magazines and membership information available, guest name tags, guest registration book and pens.

During the meeting:

- After the break is over, go back to the podium and call the meeting to order. Re-introduce the Toastmaster. Lead applause and shake hands with the TM as you leave the podium.

After the meeting:

- Make sure the room is cleaned up and ensure all items are returned to their storage locations.