Sergeant at Arms

Name					
Email	Phone				
Special Notes					
Key Responsibilities					
	Responsib	lities	Due Date	Pathways Project	Support
	d materials (banner, lectern, tir				
□ Book meeting rooms or send out on-line meeting invites □ In-person meetings - arrive early to setup meeting room					
◆ Arrange table and ch					
♦ Set out lectern, gave	el, club banner, timing device				
◆ Distribute and collect ballots, trophies and ribbons (as necessary)					
♦ Hybrid meetings - store equipment (laptop, camera, etc.) □ Club Success Plan (Supporting Role)					Support President
□ Attend Club Office Training (June-Aug and Nov-Feb)					Gupport resident
☐ Keep up to date with the District Dispatch and Toastmasters Navigator newsletters					
Optional (Club Specific)					
Fill roles for next meeting (assist VPE)					
☐ Call Club meetings to order					
First 60 days Attend Club Officer Training Confirm meeting place for Secure on-line platform Club Success plan (Assist Optional (Club Meet with past S	r upcoming year	Next 120 days (Sep-Discrete Schedule in-person / online meet	o)	Attend Club Officer Schedule in-person	/ online meetings / (Club Specific) for handover
		(Optional) Each club executive could present an ed	ucational at a club meeting		·
Educational / Training To Examples:	opic			Pathways Project	Presenter
☐ Moments of Truth ([Due by Oct 31)			L5 - Lessons Learned	
☐ How to write a spee				L3 - Inspire your audience	
☐ How to give an evalu				L4 - Question & Answer Session	
☐ Meeting Roles and I	kesponsibilities			L1 - Research & Presenting	
		Other Tasks			
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