

Sergeant-At-Arms

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

FUNCTION: The Sergeant-at-Arms has three important responsibilities at the club meeting:

- Preparation of the meeting venue
- Greeting of guests (see reverse)
- Collecting and counting the votes

It is essential that these functions are carried out and the Sergeant-at-Arms must arrange cover if he/she cannot attend.

AT THE MEETING:

- 1) Arrive 15-30 minutes early & set out the room in accordance with normal practice.
- 2) Check stocks of all consumable items - re-order as necessary
- 3) Be sure to store away all equipment and unused consumables at end of meeting.

LAYOUT CHECKLIST:

Chairs –
(General Evaluator's table - At rear, central position)
Lectern & Gavel
Flip Chart & Marker
Clock - in view of speakers
Banner
(Timekeeper's table - in view of speakers)
Timing lights, Stopwatch
Guest book
Notice board & DCP goals (when available)
Any special equipment required by speakers
Programmes - on seats
Voting slips/feedback slips - on seats
Award ribbons - to hand
Cups, Trophies etc. ice-breaker pins
Attendance list.

INFORMATION CHECKLIST:

Guest information, Guest agendas & explanation of roles
Mailing list forms
Toastmaster magazines
Newsletters, Advertising posters
Membership application forms (Form 400) - to hand
Current membership fees and joining fee-from the
Treasurer

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Copy of meeting guidelines - to hand

Greeting Guests

This is primarily the responsibility of the Sergeant-at-Arms who will be supported by the Membership VP, President and other committee members.

Guests should be intercepted at the door and somebody should be “on station” from about 15 minutes before the start of the meeting.

The procedure for dealing with guests is as follows:

Welcome the guest - introduce yourself
Provide the guest with information leaflet and other materials
Capture guest details for our mailing list - in the guest book
Write their name on a sticky label, and give it to them
Write the names on a list. To be left at the lectern for the president
Chat to the guest then get another member to look after them

At this stage, we should concentrate on explaining what happens at a Toastmaster meeting and there should be no pressure to join

At the end of the meeting, all mailing list details should be passed to the VP Membership who will ensure that programmes are sent for the next few meetings.

Opening the meeting

Ensure that the President and Toastmaster are ready.

Bang the Gavel twice

Introduce any guests present by name

Read any notices

Declare the meeting open and hand over to the President

Repeat after the break hand over to the Toastmaster/ General Evaluator

NOTES AND TIPS

- **After the start of the meeting, somebody should man the door to deal with latecomers.**
- **If mailing list details have not been “captured” at the door, they should be obtained during the course of the evening.**
- **Guests should be assured that any information given is confidential.**
- **Guests should be assured that they will not be “required” to speak, but may take part in the topics session if they wish (particularly members from other clubs) and may comment on their observations and feelings at the end of the meeting from their seat.**
- **It should be made clear that guests are welcome to come as often as they like.**
- **Guests who are interested in joining should be referred to the Membership VP, or another committee member who has time to speak to them**

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- **The S@A normally collects & counts the votes and passes the results to the President.**