

Sergeant at Arms Role

CLUB DUTIES

- Arrange the meeting room as per club standard
- Set out the club materials and equipment at all meetings
- Rearrange meeting room after the meeting
- Print meeting forms as required (timer report, general evaluator report, mini-evaluations)
- Responsible for Social functions of Club

RECORDS & REPORTS

- Ensure meeting reports and filed in the club binder (copy of agenda, timer report, general evaluators report, attendance report, ah counter.

OUTSIDE CLUB ACTIVITIES

- Attend Club officer training semi-annually

AT THE CLUB MEETING

- Guests greeted warmly & enthusiastically introduced
- Allow time before & after meeting to speak with guests
- Meetings start and end on time
- Discuss the Club's plan and progress with members

SKILLS DEVELOPMENT/CAREER ASSESSMENT

- Inventory Management
- Master of Ceremonies
- Interpersonal Skills
- Communication Skills
- Customer Service
- Negotiations
- Consulting
- Event Planning