



# Sergeant-at-Arms (SAA)

The Sergeant at Arms handles meeting facilities and decorum. The role involves all those tasks expected of the host of the meeting.

## Week Before the Meeting

- Obtain the SAA box, including the club iPad, from the previous SAA at the end of the previous meeting and take it home with you. You are responsible for bringing it to the meeting for your week. If you are unable to attend the previous meeting, contact the previous SAA and make arrangements to pick up the SAA box before your meeting.

## Hour before the Meeting

- You will be responsible for setting up the meeting. Please arrive 20 minutes before the meeting. If for any reason the room is not available or there is anything wrong, contact the Toastmaster and come up with a plan.
- Check with speakers to see if they need any special accommodations for their speeches. For instance, do they need you to move the podium or help them with a table?
- **Set out the equipment for the meeting:**
  - Put the correct number of voting ballots, survey sheets (one survey for each speech - so if there are three speeches on the agenda that night, give each person three surveys), and pens on audience chairs. Assist the Toastmaster with handing out the agenda.
  - Set out vote-collection baskets.
  - Provide items to role members:
    - Timer: Stoplight and Timer sheet
    - Ah counter: Clicker (or marbles/can) and Ah Counter sheet
    - Grammarian: Grammarian sheet
    - Drawing Dynamo: Basket and tickets
    - Greeter: Guest book and name tags

### **During the Meeting**

- Assist Toastmaster and speakers with anything needed, such as moving the podium out of the way.
- If needed, escort new members out of the room for initiation voting.
- **Collect and count the voting ballots.** There will be votes for Best Speaker, Table Topics, and Evaluator. For each vote, collect the votes in the voting envelopes.
- **Provide vote tallies to the Toastmaster.** It's best to wait until you have all three vote results to provide one result set to the Toastmaster. Also provide Toastmaster with ribbons/awards.
  - Enthusiasm ribbon, Best Table Topics ribbon, Best Evaluator ribbon, Best Speaker ribbon

### **After the Meeting**

- **Collect all meeting equipment, including the club iPad,** and return it neatly to the equipment box.
- Officially **hand over the equipment box to next week's SAA.** If that person is not in attendance, keep the box until you have connected with him/her to hand over the box later in the week.
- Discard any trash from the meeting and ensure the room is back to the way it looked before the meeting.
- Note any supplies that are running low and contact the Secretary.

\*If something goes wrong and we are without the SAA box for the meeting, we have two "emergency" backup mini-boxes. Please contact Terrie Price or Katie McCabe.