



District 106 Club Officer Training

2021-2022 Round 1

Sergeant at Arms

Summary:

As Sergeant at Arms, you keep track of the club's physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members and stay late to stow all the club's equipment. You are also in charge of the meeting space itself obtaining a new space

Responsibilities:

- Store club equipment and materials
- Manage meeting facilities
- Provide hospitality and membership information for guests
- Understand physical logistics
- Distribute club material
- Negotiate as needed
- Remain current with Leader Letter

Skills learned:

- Organization and problem solving
- Maintaining records
- Inventory control
- Understanding of physical logistics
- Networking and relationship building
- Compliance with standards procedures