

# SERGEANT AT ARMS

## SERGEANT AT ARMS TOP TIPS:

- ▶ **Arrive early!**
- ▶ Welcome the guests as they arrive
- ▶ Pick a creative but simple guest introduction question
- ▶ Collect votes if no vote counter is available
- ▶ Ensure that no guest sits alone!
- ▶ **Be friendly and welcoming!**

*"Today's guests are tomorrow's members!"*

Unknown Toastmaster Member

Every Toastmaster member was once a guest at a meeting. Your task as Sergeant at Arms is to welcome them to the meeting, introduce them to club members and to leave them with a positive impression of the club and of Toastmasters. The role has many facets but is crucial in ensuring that the meeting runs smoothly and efficiently.

## BEFORE THE MEETING STARTS

Since one part of your role is to help preparing the room, aim to **arrive at least 20mins before the meeting starts**. Guests and members will start trickling in by ringing the intercom. Answer and direct them to the upstairs room where the club meets. As soon as a new guest arrives, welcome them in give them a copy of the guest booklet and direct them to sit anywhere they want. **Ideally guests should sit next to a club member** so that they can ask him or her questions.

## DURING THE MEETING

Sit at the back of the room and be ready to usher in late coming guests or members. You should sit by intercom for about 20mins after the meeting starts. Put it on silent mode by not hanging it up.

**If a Vote Counter role is not scheduled for the meeting**, you'll then stand-in for the vote counter. You'll be collecting votes various points during the meeting. Be guided by the agenda

- ▶ **Best Speaker**
- ▶ **Best Evaluator**
- ▶ **Best Table Topic Speaker**

Count the vote and when you're done discreetly pass on a note to the club President saying who won when the GE does his or her report.

When the time comes to do the introduction of the guests, briefly explain your role and why guests are important to the club. Don't forget to highlight that all club members were once guests. Follow this procedure for introducing guests:

- ▶ Invite them to speak by asking why they came here today and what are they hoping to get out of Toastmasters. **Make it very snappy as time is limited!**
- ▶ Lead the applause after the final guest has completed their introduction

## AFTER THE MEETING

Lead the cleaning up of the room as needed, by returning chairs in their spot and putting away all rubbish. Don't forget to recover any unused feedback slips, leaflets or guest booklets.