

Sergeant at Arms

The Sergeant at Arms is the seventh ranking club officer.

Outside of the club meeting:

- Schedule meeting location;
- Maintain club equipment in working order and check after every meeting to ensure adequate supplies are available.

At the club meeting:

- Arrange the room at least 10 minutes before the meeting begins;
- Make sure the lectern is in place, the banner is displayed, evaluation forms and anything else which may be used in the meetings are in place;
- Greet the Area Governor and other visiting officers and escort them to the Club President;
- Arrange for food service at meal meetings;
- Ensure the meeting starts on time;
- Collect ballots and tally votes for awards.