

Rotary District 7610 Sergeants-at-Arms

Job Description

Purpose: To facilitate the orderly conduct of district events.

Qualifications: A Rotarian who will attend district functions regularly

Duties and Responsibilities:

- ❖ Ensure two to four Sergeants-at-Arms (large events may require more than four) at each district event at the discretion and appointment of the chairperson of the event;
- ❖ Be very visible – with armbands and/or hats;
- ❖ Direct people traffic – as people arrive, move into sessions, etc.;
- ❖ Hand out door prize tickets when appropriate;
- ❖ Sell raffle tickets;
- ❖ Collect meal tickets, check name badges, or count attendance for meal registration when required;
- ❖ Assist event organizers as required;
- ❖ Assist and answer questions
- ❖ Other duties as may be prescribed by the Governor and the Chairperson of the event.