

Sergeant-at-Arms DUTIES

The function of the sergeant-at-arms is to help maintain an orderly, dignified, and effective Rotary club meeting, one that will make the right kind of impression on club visitors and guests. Specifically, your function is to handle the physical preparations for, and the mechanical part of, a meeting and, unobtrusively, to guide its general conduct

As sergeant-at-arms, you play an important role in the overall success of each weekly meeting. Because of the duties you perform, the club president is free to concentrate on conducting the meeting. Also, what you do determines the ease with which the operational aspects are carried out. Frequently, you can give some special assistance that helps to make guests feel “more at home.” But more important is the manner in which you carry out your duties. It can directly influence your club’s attendance record.

Weekly responsibilities:

1. **Arrive by 6:40 am and set up the 3 flags in base** (American flag – in center, Rotary flag – on left (when facing out to the audience); Canadian flag - on right (when racing out to the audience). Flags are kept in Room 1302 at the Regional Tech Center (across the hall from our meeting room).
2. **Put the bell and gavel** (located in the brown metal cabinet in Room 1301 on one of the front tables (where members will be sitting).
3. **Take out the member badges** (located in a blue plastic container housed in the brown cabinet in room 1301), **alphabetize and put on the check-in table** (where the treasurer sits to take monies and sell raffle tickets).
4. **Greet members and guests as they arrive**, making sure that ALL guests sign in on the guest portion of the weekly sign-in sheet (at the table where the treasurer sits).
5. **Show guests where they can obtain breakfast and sit**; if the guest is alone, ask if they are a current Rotarian (and if so the name of their club), or if not, if they are a guest of one of our members. If a guest of a member (and the member is not present), introduce the guest to one or more of the members who have arrived already.
6. **Welcome the guest speaker** and put in touch with the person who is assigned to introduce him/her that week. If that member is not present yet, introduce the guest speaker to several of the members and show where he/she can obtain breakfast.
7. **Hand members their name badges upon arrival**;
8. Offer a prayer after the Pledge of Allegiance (if scheduled to do so)
9. **When acknowledged by the President, the Sgt at Arms introduces any guests or visiting Rotarians.** NOTE – if the guest is accompanied by a Sunrise Rotarian, give the Sunrise Rotarian the opportunity to give a bit of background on the visiting guest.
10. **And, there’s fining!** Many clubs use the Sergeant At Arms position as a humorous, entertaining way to earn funds for the club. Not large amounts, but perhaps in increments from \$1.00 - \$5.00 per fine. Clubs that use the position in this way find all sorts of material, (real and imagined) and suggest that club members pay for not revealing information, pay for any publicity they might have received, pay for

who they are sitting next to, and all sorts of other things. If your club uses the position in this way, be creative and have fun! Don't forget those all important "happy bucks"

11. **50/50 Raffle** – get the basket with tickets from the Treasurer and ask 3 separate members or guests to pull a ticket, then announce after each ticket is pulled the number so all can hear. NOTE - the person with the respective ticket pulled is to go up to the front of the room so he/she can pull a card (from the President). If the Ace of Spades is pulled, then the member will win 50 % of that day's total dollar amount. The other half goes toward the club's contribution to the Rotary Foundation.
12. **Fines & Happy Bucks** – the Sgt at Arms is responsible for "rallying the audience" to fine members for "in the news sightings – TV, newspaper, etc.), and other fun, creative fine strategies (members who walk in late or leave early, etc.). Members pay \$1 or more by offering up a Happy Buck – which is something they are happy about that week. The Sgt at Arms carries around a basket (which is located in the brown cabinet in the meeting room) to collect the fines and happy bucks.
13. **Maintain order in a diplomatic manner**, see that the members pay attention to the president's gavel and that no one annoys the speaker by talking.
14. **At the end of the meeting**, collect all name badges from members and put away in the brown cabinet in the meeting.
15. **Collect the bell/gavel** and put away in the brown cabinet in the meeting room.
16. **Put away the flags and base** in room 1302.