

SERGEANT AT ARMS

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ **Make arrangements** for meeting **locations, maintain club equipment, ensure availability of supplies & open the meetings.**

Main Responsibilities

- ▶ Locations:
 - For **regular meetings**, once the yearly planning is aligned, you ensure a venue is **reserved** for every meeting (well in advance) & **communicate** this to the Secretary who updates the club website, the VP Membership who informs registered guests, the VP Ed who updates EasySpeak (for the members).
 - For **special events** (workshops, contests, Xmas dinner, etc), you make **ad hoc** arrangements together with the **event team** (Contest Chair, ...).
 - Communication is key, especially in case of **venue changes**.
- ▶ Club equipment:
 - The club equipment includes the club **banner, timing** equipment, a **projector, award** ribbons, voting **ballots**, the club **camera** and so on.
 - Well **before the meeting** begins, you ensure the equipment is at the venue & that everything is **set up** properly. **After the meeting** has ended, you ensure that **nothing is left behind**. Either you do this yourself or you ensure you have a **backup**.
- ▶ Supplies:
 - You keep track of the **availability** of awards (ribbons, pins), voting ballots and other stationary supplies & **signal the Secretary** on time when we need to purchase more.
- ▶ Call to Order:
 - You **open the meetings**, remind participants to silence their phones, pay attention to the speakers & introduce either the President or the TME.

Strategies, Ideas, Examples

- ▶ Venues: it's a good idea to keep an e-mail log of your communications with venues and to **document** costing (e.g. security deposits, clean-up) & other **reservations details** – in case you ever have discussions. If there are ever any costs involved, keep **copies of all receipts or invoices** and proactively share these with the **Treasurer**. Compiling & maintaining a **list of venues** with cost & contact details can help for posteriority. Seeking **new, original & challenging venues** can help keep things interesting for the club.
- ▶ Equipment & supplies: the end of the meeting is a good time to **take stock of what's available and/or working** and what won't be – well before the next meeting begins...