



Sergeant-at-Arms Training

District 101 website: <http://d101tm.org/>

Toastmasters International website: www.Toastmasters.org

Need a club website? Try FreeToastHost: <https://www.toastmastersclubs.org/> or easyspeak: <https://easy-speak.org/>

Useful material: Club Officers Checklist: <http://d101tm.org/club-officer-resources/>

1. Introduction

- Name
- Home Club
- How long have you been a Toastmaster? (i.e. years, months, weeks)
- One fun fact about your club...

2. Congratulations on becoming SAA - Now what?

- Job description
- Weekly meetings
- New members
- Guests

3. Other Activities

- When SAA is away
- Contests
- Don't forget yourself
- Find a replacement

4. Open - Discussion / Q & A

SERGEANT AT ARMS CHECKLIST

Before Club Meetings

- Confirm meeting room reservations a few days before the meeting.
- Ensure that plenty of blank ballots are available for voting for Best Speaker, Best Evaluator, and so on.

Upon Arrival at Club Meetings

- Arrange the meeting room and equipment at least 15---30 minutes before the meeting begins, so the meeting starts on time.
- Arrange tables and chairs.
- Set out the lectern, gavel, club banner, timing lights, ballots, trophies, and ribbons.
- Place a table near the door to display promotional brochures, name tags, the Guest Book (Item 84), Toastmasters Product Guide (Item 1205), Order Forms (Item 1205A), and educational materials such as manuals, club newsletters, and the Toastmaster magazine for members to see.
- Check the room temperature, and adjust it if the room is too hot or too cold.
- Ask all guests to sign the Guest Book (Item 84), and give each a name tag to wear during the meeting

During Club Meetings

- Start on time, tap the gavel once to signal for quiet and call a meeting to order, introduce the Toastmasters of the day
- Sit near the door to welcome late arrivals and help them be seated, prevent interruptions, and perform any necessary errands.
- Coordinate food service, if any.
- Collect ballots and tally votes for awards when necessary.

After Club Meetings

- Return the room to its original configuration.
- Pack up all materials, and store them in a safe place.
- Pick up and dispose of any stray items or trash.