

# **SERGEANT-AT-ARMS**

## **Sergeant-at-Arms Job Description**

### **A GOOD SERGEANT-AT-ARMS DEALS DIPLOMATICALLY WITH PEOPLE .**

You are responsible to see that the atmosphere of the meeting place contributes to the success of your meetings and activities. You have been chosen by your HI-Y to serve as Sergeant-at-Arms because of your ability to deal diplomatically with people.

### **YOUR DUTIES INCLUDE . . .**

Prepare the meeting room in advance. Arrange seating so that everyone can participate, can see and be seen by those presiding and presenting your program, and focuses everyone on the program.

If possible, sitting everyone in a circle is most effective.

Have equipment needed for the program in place and ready for use . . . podium, gavel, VCR, etc.

Have seating ready for guests.

Welcome guests to your meeting.

Be sure your meeting location is free from outside distractions.

Assist officers, members, and guests with meeting arrangements and program materials so that the meeting runs smoothly.

Deal with disruptions effectively, efficiently, and diplomatically. Good advance planning and set-up as well as communication with members and officers will minimize program disruptions.

Assist the President as requested.