



# Executive SAA

*The Executive Sergeant at Arms is responsible for the condition of our room and supplies.*

**Arrive by: 5:50 PM**

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## Before the meeting

- Help the meeting SAA to finish their setup,
- Inspect the room setup at 5:55 as per the room setup checklist in the SAA role description sheet,
- Once inspection is passed, direct the meeting SAA to open the doors and invite the audience into the room.

## Break

- Ensure that the meeting SAA is selling raffle tickets.

## After the meeting

- Supervise room takedown and ensure that all materials have been stored correctly,
- Perform a visual inspection of the room to ensure that:
  - No trash has been left (check window sills, shelves and the stage),

- Nothing in the room has been broken,
- Windows are closed,
- Air Conditioning units are turned off,
- Our materials are well-organised and secure.

## Weekly Tasks

- Purchase snacks if necessary,
- Purchase supplies if necessary:
  - Pens,
  - Paper clips,
  - Speaker evaluation sheets.



- *Verify the state of the room before the meeting; make sure that it looks neat and professional,*
- *Verify the state of the room after the meeting; make sure that we leave it in a state that will make the proprietor glad to have us renting,*
- *Ensure the professional presentation of our materials*
  - *Replace objects that are in bad condition*
  - *Ensure uniformity - e.g. always buy the same style of pens*
- *Listen to member comments and stock the snacks that we like!*