



Sergeant At Arms

The SAA is responsible for the setup and takedown of the room, the opening of the meeting, and for running basic operations like voting, selling raffle tickets and welcoming guests. You make the room look great, the meeting run smoothly and ensure the professionalism and efficiency of our events.



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|--------------|-----|---------------|--------|
| Speaking | ★ | Arrive by | 5:40PM |
| Leadership | ★★★ | Speaking Time | 2 min |
| Organization | ★★★ | | |



Before the meeting

- Arrive at least 20 minutes before the meeting to set up the room,
- Ask the chairperson in advance for his/her introduction,
- Prepare name tags for guests and ask them to sign in..
- Set up the room and ensure that everything is ready by 5:55

Start of the meeting

- Start the meeting at 6 p.m. (with the Chairperson's permission),
- If there will be a delay, let everyone know the meeting will start soon,
- Start the meeting with a bang of the gavel on the lectern and show LOTS of energy,
- Your introduction should include:
 - the meeting number,
 - location of the washrooms,
 - ask the audience to turn off cell phones,
 - mention the raffle
 - Explain how the raffle works
 - Mention that the funds are used to pay for our snacks
- Introduce the Chairperson, using the intro the Chairperson has supplied.

During the meeting

- Help late arrival guests to find a seat,
- If there is an induction, the SAA escorts all guests and prospective members outside during the vote and back in afterwards,
- Help speakers to set up props, visual aids or the projector if needed,
- Pass the names of award recipients to the Chairperson,
- Have the raffle tickets ready in the green box for the raffle draw.

During the break

- Find six volunteers who will perform the room takedown after the meeting, or delegate this task to the ASAA,
- Sell raffle tickets – or delegate the ticket selling to the ASAA
 - 1 ticket for \$1.
 - 3 tickets for \$2,
 - 8 tickets for \$5

After the meeting

- Clean up room,

- Give the raffle profit money to the Treasurer, President or VP Ed.

Bonus!

- The SAA and the ASAA each receive 2 raffle tickets for free.



- *You cannot set up the whole room alone - delegate!*
- *Let the meeting's theme inspire your introduction,*
- *If in doubt, ask your mentor or fellow members what to do. Everyone at SWS is here to help you.*

Room Cleanup Checklist

- Gather unused evaluation forms and return them to the cardboard storage box.
 - Place meeting supplies back into their boxes and return them to storage in the conference room
 - Place chairs, tables and desks back in their original positions
 - Floor, shelves and window sills are clean.
 - Check that no garbage has been left lying around
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