

SERGEANT-AT-ARMS: Opening The Meeting

Sergeant-at-Arms is traditionally a Club Committee role, involving preparing the venue before the meeting, cleaning up afterwards, and taking care of the equipment and facilities.

However, at Subiaco Early Birds we have opted to have those aforementioned responsibilities handled by other Committee members, in order to make Sergeant-at-Arms a regularly rotated meeting role amongst our club members.

Sergeant-at-Arms involves opening the meeting, welcoming the audience, and handing over to the Club President.

The Key Elements of Being Sergeant-at-Arms:

- Give the audience a **one-minute warning** before opening the meeting.
- Speak loudly and get everyone's attention, in order to...
- Open the meeting on time
- Give a general welcome to everybody at the meeting
- Inform the audience where the toilets, building exits, and refreshments are (if available)
- Remind us to turn off or silence our mobile phones
- Introduce and hand over to our Club President to begin the meeting

That's it!

Have fun, get involved, and thanks for helping us run the meeting!