

## Sergeant-at-Arms

***In addition to the permanent Sergeant-at-Arms position on the Club Committee, a specific Sergeant-at-Arms may be chosen to manage the physical aspects of any club meeting (this does not have to be the same person).***

TASKS	Done = ✓
<b>PRIOR TO THE MEETING</b>	
Arrive by 6pm to set up the room.	
Act as master host in welcoming members, asking them to sign in and providing a name badge. Make sure to smile and give out positive vibes as most of the people coming to our meetings are usually nervous and want to be reassured!	
<b>DURING THE MEETING</b>	
<ol style="list-style-type: none"> <li>1) Introduce yourself to guests as they arrive.</li> <li>2) Ensure each guest signs in with their name and e-mail address.</li> <li>3) Provide them with a name badge.</li> <li>4) Engage the guests in conversation and introduce them to someone else who can give them a simple explanation of what happens in a meeting and what we would like them to do i.e. listen to the participants, introduce themselves to the group.</li> <li>5) Before / in the break / after the meeting, ask them about their interest in the club / developing their communication skills etc.</li> <li>6) Provide relevant information about how Toastmasters can meet their interests / objectives.</li> <li>7) Encourage them to return to another meeting of the club or suggest another more suitable Toastmasters club.</li> <li>8) Explain how to join if they are interested.</li> <li>9) Invite guests to join us in the bar after the meeting.</li> </ol>	
After the meeting starts, sit near the door so that you can welcome any latecomers and offer them a chair as well as an agenda and a comment/voting slip.	
As Sergeant-at-Arms, you will lead the Guest Introductions segment of the agenda.	
The Guest Introductions segment is an opportunity for guests to stand up and briefly tell the audience their full name and answer one simple, closed question Ask the audience to clap after all the guests have introduced themselves.	
<p><b>Example Introduction</b></p> <p><i>Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>It's wonderful to see we have some guest's join us at our meeting today. You're very welcome to visit our club at any time to see how we can help you to develop your public speaking skills and confidence.</i></p> <p><i>It's so easy to feel that we're the only person who feels nervous when speaking in public while everyone else looks so confident. We all in fact share the same insecurities and nerves. The only differences being that some members of the club are further along the path of developing our public speaking skills.</i></p> <p><i>When I joined the club, I'd feel so nervous whenever I had to speak in public. I'd always get sweaty palms, butterflies in my stomach and palpitations (if this is true). Joining the club has helped me to develop my skills and become a better speaker and presenter, as it will for you.</i></p> <p><i>In a moment, I'm going to ask you to individually stand up at your chair and say your first name, your second name and answer 1 simple question. The question is what is your favourite part of London.</i></p>	

<p><i>This will be around 3 or 4 words. For example Andy O'Sullivan, Tower Bridge</i></p> <p>Never prefix your example with 'my name is...' as the guests will copy!</p>	
<p>Signal to each guest when it is their turn to speak. Move down the room to keep control of this session.</p>	
<p>If guests start giving long answers, simple say something like '3 or 4 words please' after one of the speakers.</p>	
<p>Conclude your session:</p> <p><i>It's wonderful to have you all here as our guests. Please speak to myself, our club President or any member of the club with any questions you have on membership or how joining will help you.</i></p> <p><i>Mister/Madam Toastmaster.</i></p>	
<p><b>AFTER THE MEETING</b></p>	
<p>Restore the room to its original condition. The chairs are all stacked, tables folded, glasses and any rubbish removed.</p>	
<p>Turn off the lights and close all the doors.</p>	