

District 84
Toastmasters Leadership Institute
Sergeant-at-Arms Training
July 18, 2009



Doug Tambor, ATM
Sergeant-at-Arms
Clubs 5547 and 605137

Sergeant-at-Arms Training



It's an important responsibility to be Sergeant-at-Arms. At your club, you welcome Guests and Members alike.

The most important things the Sergeant-at-Arms must remember are to be friendly and HAVE FUN!

Famous Sergeants at Arms who have taught us this role!



It is an important responsibility to be the Keeper of the Door for the Regal Order of the Golden Door to Good Fellowship.



Goober always seems well suited for the role. But how well suited are we for this officer role?

Sergeant at Arms. Legal definition of Sergeant at Arms

- **Originally spelled Serjeant-at-Arms**
- **SERGEANT AT ARMS**, An officer appointed by a legislative body, whose duties are to enforce the orders given by such bodies, generally under the warrant of its presiding officer.
- The word **serjeant** is derived from the [Latin](#) *serviens*, which means "servant".



Sergeant-at-Arms Where did it all begin?

A Brief History of the Serjeant-at-Arms Position

- Sergeants-at-Arms have been a part of British history since 1279 when Edward I formed a bodyguard of 20 Sergeants-at-Arms.
- Each gentlemen under this title, carried a decorated battle-mace as a weapon and as a badge of this particular office.

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Scheduling and Planning for your Club Meetings and Special Events

Utilize the Toastmaster SAA calendar to plan key dates

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 - a. Regularly scheduled Club meetings
 - b. Club Contests and other Special Events
 - c. ☺ Special Events like Speechcraft TM, Youth Leadership, etc.
1. Utilize Toastmasters websites www.toastmasters.org and www.toastmastersd84.org and your club website to identify and schedule your meeting location needs

Responsibilities of the SAA

Your responsibilities outside of the club meeting are to:

1. Schedule the meeting location
2. Maintain club equipment and supplies.
3. Arrange for a replacement if you are unable to attend a club meeting.
4. Prepare your successor for office before the end of your term


Responsibilities of the SAA

Your responsibilities within club meetings are to:

1. Arrange the room and all equipment before the meeting begins.
2. Greet members and guests. Introduce guests to the President and other members.
3. Greet visiting officers. Be sure all district officers and guests sign your **Guest Roster**.

GUEST REGISTRATION
Please fill out and leave with a club officer

NAME	REFERRED BY
ADDRESS	CITY, STATE ZIP
PHONE NUMBER	email ADDRESS

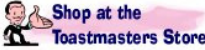


HELLO!
My Name is

Responsibilities of the SAA

Your responsibilities within club meetings are to:

4. Arrange for food service (if appropriate to a specific meeting).
5. Ensure the meeting starts on time.
6. Collect ballots and tally votes for your clubs awards.



RESOURCES LIST

Achieving Success as Sergeant at Arms

The following are some materials you may want to order to ensure a successful term as Sergeant-at-Arms:

- _____ 1310G **When You Are the Sergeant at Arms manual \$2.50**
- _____ 1111 **Distinguished Club Program /Club Success Plan \$ 1.25**
- _____ 163 **Ballots and Brief Evaluations...Perforated form with ballots** for best speaker, evaluator, and Table Topics Speaker, with space for brief comments (Quantity 500) **\$12.95**
- _____ 1205 **Supply Catalog \$ 1.00**
- _____ 1205A **Catalog Order Blanks N/C**
- _____ 84 **Guest Book \$ 8.95**
- _____ 231 **Guest Badge – Visitor’s Card (set of 25) \$ 3.50**
- _____ 1550 **Club Reference File \$55.00 \$**

Sunday, Monday . . . Happy Days!

- Thom Bosley as Howard Cunningham spent his free time at the _____.
- For Extra Credit; the rank Howard eventually attains is that of _____.

Sunday, Monday . . . Happy Days!

- Thom Bosley as Howard Cunningham spent his free time at the Leopard Lodge.
- For Extra Credit; the rank Howard eventually attains is that of _____.

Leopard Lodge Basic Fez Hat



Howard eventually attains the rank of Grand Puba.

SAA Brainstorming Exercise

CASE STUDY FOR SERGEANTS AT ARMS: "Location, Location, Location"

- Your meeting location is at a convenient site for your club members who work and live in the nearby areas.
- However, the current site wants to require food be pre-purchased a week in advance and there must be a minimum of 12 meals purchased each meeting
- For many working members the ability to predict their attendance in advance is very difficult.
- Several members have been affected by the weakened economy and meeting at a dining required facility concerns them.
- The owner of the property where the meeting occurs has been very clear about the "pay for a dozen meals in advance" rule.

What should you as Sergeant-at-Arms and the rest of the club do?

Ready to exercise!

- Break into groups of three or four SAAs
- Discuss possible alternatives to consider (3mins.)
- Pick two alternatives and one to recommend to your club officers and members
- Find the solution that best meets the needs of the club's members
- Choose a spokesperson to report to the other groups

Final Quiz Questions



Another fraternal order in television lore was from the Honeymooners with Jackie Gleason in the lead role as Ralph Kramden. Ralph and neighbor Ed Norton were members of a club known as the _____.

Final Quiz Questions

Ralph and neighbor Ed Norton were members of a club known as the Raccoon Lodge.

The official club greeting was a strange handshake which had them touch elbows (first right then left), followed by a "Wooooo" sounding cry as they wiggled the raccoon tail that dangled from the back of their lodge hats.



Another fraternal order of television lore was on the Coach Show where Craig T. Nelson starred as Hayden Fox on the TV sitcom. In a funny episode Haden is asked to be a guest speaker at the Fraternal Order of _____.

For additional credit the leader of the lodge was called the _____. His ceremonial hat is shaped like a black and white _____.

Fraternal Orders of TV History

Craig T. Nelson starred as Hayden Fox on the TV sitcom Coach. In a particularly funny episode Haden is asked to be a guest speaker at the Fraternal Order of [Loon](#).

For additional credit the leader of the lodge was called the [High Loon](#). His ceremonial hat is shaped like a flying black and white [loon](#) with wings spread wide as in flight.

Questions...



A Final Thought . .

“These words of wisdom come from the late World Champion of Public Speaking and International Director E.J. Burgay, who said:

“If you get out of Toastmasters what you want to get out of Toastmasters, you will NEVER get out of Toastmasters!”

Thanks for your service as a Sergeant-At-Arms to your club! Have a great TLI today and a great term as SAA!

Back-up Slides for Q&A

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SERGEANT AT ARMS STANDARDS

Outside of the club meeting

- 1. Schedule the meeting location
- 2. Maintain club equipment and supplies
- 3. Attend club executive committee meetings
- 4. Attend district-sponsored club officer training
- 5. Arrange for a replacement if you are unable to attend a club meeting or for help if you need assistance
- 6. Prepare your successor for office

SERGEANT AT ARMS STANDARDS

At the club meeting

- 1. Arrange the room before the meeting begins
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- 3. Greet visiting officers
- 4. Arrange for food service
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- 6. Collect ballots and tally votes for awards