



SAFRA

TOASTMASTERS CLUB

Sergeant At Arms Checklist of Duties

Before Meeting

- To arrive an hour before the meeting starts to set up the meeting room.
- Ensure that the room air conditioner is switched on.
- Ensure writing materials like paper/pens/markers are available.
- Ensure every evaluator has a copy of the evaluation form and 2-3 blank papers.
- Ensure every seat has a pencil/pen, voting slip, programme sheet.
- Ensure that the meeting room layout and table arrangements are in order.
- Prepare the OHP, whiteboard, whiteboard paper and markers, the Lectern, ribbons, timer devices, Timer slip, Ah counter slip, the bell and the dictionary.
- Set up the timing device and check that it is working.
- Put up the signboard next to the door.
- Set up a table or an appropriate location to register members and guests. Ensure the email and contact numbers are included. (See next page for Guest Introduction form)
- Represent the Club in welcoming members and guests.
- Keep a record of the attendance of members and guests.

During the Meeting

- Call the meeting to order
- Welcome members and guests.
- Ask guests to introduce themselves. Your creativity can be exercised here. A common method used is to ask the members to introduce themselves by their name, profession and hobbies.
- During the table topics session, write down the names of the speaker and the topic on the whiteboard.
- Collect the voting slips (Table Topics/Prepared Speeches/Evaluation Speeches)
- Count the votes and inform the Toastmaster of the Day, who the best performer is.
- Keep track of timing for the tea break and get members and guests to return for the 2nd session of the meeting.

After the Meeting

- Pack up all the club's belongings into the meeting kit and return them to the Toastmasters cabinet.



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GUEST INTRODUCTION FORM

Name: _____

Toastmasters Club _____

Your appointment(s) in the Club

Your profession and place of work

Your interests and hobbies
