

## **SERGEANT AT ARMS**

### Duties and responsibilities:

1. Instruct and schedule committee members for each business session.
2. Report to meeting room 15 to 30 minutes prior to start of meeting
3. Check location and operation of light switches.
4. Check with hotel staff about location and control of the thermostat.
5. Place a chair or chairs near the door for use of committee members on duty.
6. Consult with President for any special instructions. This should be done prior to the beginning of the convention/conference and before the first session each day.
7. Close doors at beginning of meetings to maintain quiet in the meeting room.
8. Remain near entrance doors during business sessions.
9. Deliver messages to head table as needed.
10. Assist in passing out literature, ballots, etc.
11. Escort speakers or guest to head table if needed.
12. Be attentive and available to assist the President in any way if needed.