



## SIM I TOASTMASTERS CLUB

### SERGEANT AT ARMS (SAA)

#### Roles

Your role is to ensure all requirements (room setting, refreshment, stationery) are in place for a smooth meeting.

#### Duties

##### Before the meeting

- (1) You should arrive at the meeting place at 6:45 p.m.
- (2) Ensure that the meeting room layout and table arrangement is in order.
- (3) Ensure that the following are available:
  - (a) whiteboard and markers
  - (b) flipchart
  - (c) lectern and microphones
  - (d) reception desk outside the meeting room
  - (e) pen and papers
  - (f) plain water
- (4) Set up the timing device and ensure that it is in working conditions.
- (5) Display the appointment holders' place cards such as Evaluators, Language Evaluators, Toastmaster of the Evening, etc. on the respective tables.



- (6) Place *Agenda* and *Voting Slip* at each table setting and chairs.
- (7) Write on the flipchart, the manner guests are expected to introduce themselves e.g. *Name; Company; Profession; Guest of whom* and a *icebreaking question*.

### At the meeting

- (1) Keep track of timing throughout the meeting:
  - a. Start the meeting on time
  - b. Make sure that the meeting schedule is adhered to.
- (2) Start the Meeting by knocking the gravel, invite members and guests to return to their seats.
- (3) Provide an icebreaking question and lead guests to self introduce
- (4) Advise audience to withhold their applause until the last guest has introduced himself/herself. Initial applause after last guest had finished introduction.
- (5) Remind members and guests to switch their mobile phones to silent mode.
- (6) At the table topics session, assist to write down the table topics speakers' name on the flip chart for voting purposes.
- (7) Collect and count the votes for *Best Table Topic Speaker, Best Prepared Speech Speaker* and *Best Evaluator*. Hand results to *Toastmaster of the Evening*.



### At the end of the meeting

Keep all logistics materials such as the timing devise, place cards, dictionaries, etc (the council members will also help in clearing up)

### Useful Tips

- (a) arrive early.
- (b) start meeting on time (for both 1<sup>st</sup> and 2<sup>nd</sup> sessions).
- (c) Kick start the meeting with zeal & zest