



GUIDE TO SERGEANT AT ARMS

You have been appointed Sergeant-at-Arms of your club. Some clubs will make this appointment for a year or a month or just for one dinner meeting - it is a club's decision how long they wish to make this appointment for.

YOUR RESPONSIBILITIES

Your role is one of being the "watch-dog" and "court jester". You are the one who makes sure that the meeting runs smoothly eg: if the business session becomes heavy going, or the members are getting frazzled or tempers become frayed, it is your job to help lighten the situation by a welcoming distraction with a short fines session.

WHAT IS YOUR ROLE ?

You have three main duties

1. Club Watch-Dog
2. Court Jester
3. The Fines Session



Club Watch Dog

- Ensure that correct meeting procedure is followed
- Ensure that Club By-laws (Standing orders) are observed

Court Jester

- Provide light relief during a business session by casual introduction of some humour. (Don't over do this though !)
- Conduct a fines session as a break in the meeting

The Fines Session

- Should be carried out with confidence and do have fines ready before the meeting begins if possible - this is the mark of a good Sergeant-at-Arms
- Should involve newer and quieter members
- Should NOT concentrate on a few members
- Should NOT embarrass or degrade
- Should NOT have money as an aim

SUGGESTIONS

- Member's partners and families or work mates are a great source of fines.
- Why not try having another person to help by being the assistant Fines master on a mixed night.
- Likewise, when having an interclub visit with another club, invite a member of the visiting club to assist with the fines session.

**REMEMBER - A WELL PREPARED SERGEANT-AT-ARMS,
IS A GOOD SERGEANT-AT-ARMS**