

# What Are the Duties of a Sergeant at Arms?

Within many organizations, the “Sergeant-At-Arms” plays a vital role as to how a particular organization is prepared for various meetings and activities, with their primary responsibility being to maintain order within an organization at all times. This is no different, when it concerns Lions Clubs, from individual Clubs all the way up to International. The Sgt-At-Arms Committee will act as a team. The items below will be the responsibility of each committee member. Let’s make this a smooth & successful event. Please remember: “We Serve.”

## Convention/Sessions/Meetings:

- In any organization, the Sgt-At-Arms will ensure all bylaws and traditions are respected by everyone. During these meetings, it is the responsibility of this person to make certain parliamentary procedures are followed at all times. It would be beneficial to become familiar with the basic concepts of Robert’s Rules of Order.

## Provide Support to the Council Chair/Presiding Officer:

- The Sgt-At-Arms will always support the presiding officer by making sure he/she has all materials needed before the meeting begins. This means any/all outside materials or additional support needed, by the organization, will fall upon the Sgt-At-Arms. This includes, but is not limited to; the passing out & collecting ballots for resolutions that will be voted on by the certified delegates of the meeting. You will also be tasked to perform the tallying of the ballots & providing an official “result of the vote” to the presiding officer.

## Welcome Delegates and Guests:

- The Sgt-At-Arms is the largest supporter of any organization where he/she will always provide motivation and enthusiasm to members and new guests. This means he/she shows up to various functions early & is there to greet everyone who arrives to any event, forum or convention. Additionally, your duties will include handing out programs/schedule-of-events to delegates (one to each registered attendee). Any seating arrangement of attendees shall be strictly adhered to. Only certified delegates may vote on issues of the convention. During business sessions, if designated seating is posted for delegates, alternates & all others, the Sgt-At-Arms will be responsible to ensuring that attendees are in their assigned areas.

## Be Prepared To Provide Direction:

- The Sgt-At-Arms should be familiar with the layout of the facility where the event is being held. He/she will be asked for locations of meeting rooms, restrooms and dining areas. Be ready to direct people to where they need to be, at any particular time of the proceedings. Likewise, the Sgt-At-Arms will need to have a copy of the day’s schedule of events, so that he/she can not only tell people where they need to be, but at what time they need to be there. The Sgt-At-Arms is to let people know that sessions are about to begin after breaks, giving incremental announcements/count-downs to start of sessions.

## Assisting With Meals:

- The Sgt-At-Arms will be tasked with guarding the doors, so that no one enters banquet until the appropriate time. When given approval, the doors will be opened & the Sgt-At-Arms will take up meal tickets and give to convention planner.

### Enforce the Rules of the Convention:

- It is the Sgt-At-Arms' responsibility to enforce the rules. This means any infractions or violations of the organization's policies must be reported to the council chair, and/or applicable district governor, for further action. Be prepared to take firm action for any unexpected situations that may arise, so that disruptions (if any) are minimized. You will also be asked to keep the hallways clear while sessions are in progress. Loud voices/noises can be distracting to delegates, who will be trying to listen & participate in the proceedings.

### Must Carry out Orders from Council Chair/Presiding Officer:

- Within any organization, there must be loyalty and discipline. The Sgt-At-Arms is there to instill this loyalty and discipline by carrying out any requests or orders made by the presiding officer of an organization.