

Sergeant At Arms (SAA) Resume

Job Description: The sergeant at arms is responsible for club property management, meeting room preparation, and hospitality. The sergeant at arms chairs the social and reception committee.

1. Scheduler – secure the meeting room, confirm your reservation one week prior to the meeting. If room is unavailable, relocate and communicate new location.
2. Security/Facility Manager– open the room, turn on the lights, adjust heat if appropriate
3. Custodian/engineer – arrange the room (tables, chairs, display table)
4. Coordinator – assemble meeting necessities (banner, gavel, lectern, timing equipment, sign-in sheet, guest book, extra magazines, name tags)
5. Greeter/Ambassador - (sign guest book, introduce the guest to a member)
6. Gopher/Jack of all trades (make copies, set out extra chairs, “go for this and go for that”)
7. Maitre d’/Guard - sit at the entrance to the room, welcome late comers monitor distractions that may interrupt the ongoing meeting
8. Waiter/Waitress/Party planner – coordinate refreshments
9. Accountant - collect ballots and tally votes for awards as necessary
10. Coordinator – put everything away for the next meeting
11. Custodian, leave room as you found it, or better
12. Security – return heat to standing temperature, shut off the lights, exit the room and lock if appropriate.

