

## **CLUB SERGEANT-AT-ARMS**

**PURPOSE:** To facilitate fun, fellowship and orderly Club meetings.

**PERSONNEL:** The Sergeant-At-Arms is usually a single appointee, however, 2-3 members may be useful. The Sergeant-at-Arms should be outgoing and enjoy interaction with members.

**DUTIES/RESPONSIBILITIES:** Member attendance is an excellent measure of a successful, inviting Sergeant-at-Arms.

- To help the President keep order during Club meetings.
- To stimulate fun and fellowship, welcome Club members and guests at meetings.
- To pre-set Club meetings with banners, flags, bell & gavel, etc.
- To collect fines for the purpose of having fun (optional).
- To be or arrange for a “greeter” at the door. Shake hands with every member!

**RESOURCES:** “Website” <http://www.optimist.org/> and click on Forms & Publications.

**ACTION PLANS:** As Sergeant-At-Arms, insure that the Optimist Members and their guests enjoy their Club experience.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?