

Role of the Sergeant at Arms

1. Arranges room and equipment for each meeting.
2. Greets all guests and members at each meeting.
3. Arranges for food service at meal meetings.
4. Collects ballots and tallies votes for awards.
5. Maintains all Club equipment and materials.
6. Chairs the Social and Reception Committee.
7. Attends and participates in Executive Committee meetings.