Sergeant at Arms

Responsibilities and Tips

We wouldn't be able to run our meetings without whiteboard markers, evaluation notebooks, meeting role sheets and one-pager guides, and of course, our gavel. In other words, your club's property. As Sergeant at Arms, it's your responsibility to tend to this property.

Ensure it's accessible to members:

- Bring it to meetings. Show up *early* so that members can grab the materials for their roles and we can **start on time**. Some members may also need a few minutes to brush up on their roles by reading through the meeting role guides.
- Ensure we **have all our supplies**: timing cards, Timer, Grammarian and Hawkmaster sheets, TTE, GE and speech evaluation notebooks, fill-out speech outlines, meeting role guides, CC and CL manuals, writing utensils, whiteboards marker & eraser, other supplies as needed (clipboards, duotangs, blank member protection forms)
    - Kept in a box or secure location agreed upon by the community center
    - Timer, Grammarian and Hawkmaster sheets, fill-out speech outlines and meeting role guides can be found in our Discord and on our website ('Meeting Resources')
    - Ensure these supplies are *laid out* at the front of the room

Tips

- If you need help printing out forms, ask for help from your Counselor or club Executives. If we're missing supplies like duotangs or markers, tell your Counselor
- If you know you're going to be absent, delegate box to someone else
- If you have the box but can't make a meeting, inform your Counselor and Executives *as soon as possible*: Discord or vancouvergavel@gmail.com

Your role as part of the Executive team

Our Executives not only help run their clubs but help run Vancouver Gavel Club as a whole. It's your responsibility and privilege to attend our joint Executive meetings to discuss issues and weigh in on a range of decisions including event planning and how we should spend our budget.