

VETC: ROLE OF SERGEANT AT ARMS Revised February 2015

Thank you for taking on the role of SAA. This is a key role and is very rewarding. You make the difference in the way the meeting is setup and help the Toastmaster (TM) in achieving success at the meeting. Your role is key in helping the meeting run smoothly from start to finish;

YOU ARE NOT ON YOUR OWN. OTHER MEMBERS WILL HELP YOU ALONG THE WAY.

PRIOR TO THE MEETING: Arrive at 6:00pm for Set Up

Suggested order of tasks ...

- **Front Entrance** ○ Guest Register, Guest Cards to Greeter
 - Roles Folder & Member Attendance sheet (to Incoming TM)
 - Lay out Name Badges

- **Main Meeting Area** ○ Set up chairs
 - Audience Evaluation Sheets & (sharpened) Pencils on all chairs
 - Laptop/s - Timer Laptop & PowerPoint Laptop (attach HDMI Adapter & Clicker)
 - Practice Advancing Slides (from back of room) with Clicker
 - Evaluation Forms to Grammarian, Ah Counter, Timer & General Evaluator
 - Table Topics Forms. Give one to each Table Topics Master (to list speakers names).
 - Lectern & Table Topics Ribbons (x2)
 - Snacks - Do not lay these out until just before the break.

- **Assist Toastmaster** ○ Check if any changes to agenda have been made (ask for copy)
 - Discuss who will introduce Ah Counter and Timer
 - Help verify who has arrived for their roles and find replacements if needed

- Make sure you have the Attendance & Roles Register's to track members in the meeting.

PRE-ANNOUNCEMENT: Give Audience 3min "Heads Up" before Start of Meeting

START OF MEETING: Welcome, Introductions & Announcements

1. Welcome to Toastmasters at VETC ... "Where entrepreneurs trains to succeed". My name is ... & I will be your SAA for the evening.

2. A few housekeeping rules & announcements:

- Switch off phones
- Bathroom locations
- Doors Locked: "If for any reason you have to leave during the meeting please let me or one of the executives know - since we have to keep the front door locked for security reasons"
- Approach stage from Left (or) Right (not the Centre isle).
- No standing at the back if a seat is available (it is distracting for the speakers)
- Reminder to our speakers to fill the hot seat one minute prior to your speech
- Fire Exits (point out to the Audience)

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3. Introduce Ah Counter & Timer?? *****(SAA & TM TO DISCUSS WHO WILL INTRO THESE ROLES)*****

4. Intro Toastmaster

DURING THE MEETING:

- Stand at the back of the room and make sure the Hot Seat is occupied in time.
- Advance the power point slides as needed.
- Make sure the **Timer**** is timing every role, no matter what it is.
- The **Timer**** or SAA should hold up the "I Can't Hear You" sign if the speakers is too quite.

AROUND BREAK TIME:

- Get snacks ready a few minutes before the break (not before the meeting starts)
- Call audience back to seats a couple of minutes before scheduled restart.
- Once everyone is seated and quiet, reintroduce the Toastmaster.
- Continue to keep the hot seat filled (as needed) and help the **Timer****.

AT THE END OF MEETING:

- Others will help pack away equipment, chairs & tables.
- Return room to original state.
- Take a quick inventory of anything that needs replacing (cups, forms etc).
- Report to any Executive member if anything needs replacing for next Wednesday.

***THANK YOU ONCE AGAIN - ALL THE BEST IN YOUR VERY IMPORTANT ROLE
AS SAA!!***