



Sergeant at Arms

Prepare the room, welcome guests, and start the meeting well.

Purpose

The Sergeant at Arms creates the first impression of the club. This role prepares the meeting space, welcomes people as they arrive, supports guests, starts the meeting on time, and helps restore order after breaks.

Before the meeting

- Arrive early.
- Set up the lectern, banner, timing equipment, ballots, agendas, name tags, and any display materials.
- Check hybrid equipment: camera, audio, power, internet, and Zoom link.
- Confirm any special equipment requested by speakers.
- Coordinate with the Toastmaster of the Day.
- Greet guests warmly and introduce them to members.

Opening the meeting

- Check with the Toastmaster of the Day before starting.
- Call the meeting to order confidently and on time.
- Welcome members and guests.
- Mention practical etiquette: phones silent, avoid entering during speeches, and respect speakers.
- Introduce the Toastmaster of the Day.

Suggested opening

Good evening, fellow Toastmasters and welcome guests. Please take your seats and silence your phones. We are ready to begin the meeting. Please welcome our Toastmaster of the Day...

During the meeting

- Help late arrivals settle with minimum disruption.
- Support timing equipment if needed.
- Collect ballots when requested.
- Assist guests with questions.
- Help restart the meeting after the break.

After the meeting

- Pack away club equipment.
- Check that the room is left clean.
- Collect leftover agendas, ballots, and supplies.
- Return guest cards or attendance notes to the relevant officer.
- Report any supply or equipment issues to the Exco.

Ballito Toastmasters Club

Meeting Role Guide



Ballito standard

Be organised, visible, and welcoming. A guest should know within the first five minutes that Ballito Toastmasters is prepared, friendly, and worth returning to.

Source basis

- Toastmasters International Sergeant at Arms article: <https://www.toastmasters.org/magazine/magazine-issues/2022/feb/sergeant-at-arms>
- Toastmasters International Club Meeting Roles: <https://www.toastmasters.org/membership/club-meeting-roles>
- Ballito Toastmasters local Sergeant at Arms notes.