

To

Chairman

THE SERGEANT-AT-ARMS

(Member of the Club Service Committee)

As indicated in the description of the club service committee, the sergeant-at-arms may well be a member of that committee. If he performs his duties well, he will be of real assistance to the president and to the program and fellowship committees with whom he should cooperate closely.

An excellent description of the function of the sergeant-at-arms is found in the following article by Past President Will R. Manier, Jr.

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The greatest thing in the world is taking a little job and making it big, or a big job and making it bigger. There are two ways to do it—either think the thing out for yourself or find somebody else who has already thought it out and adapt his ideas to your own job, and maybe improve upon them. In either case, it takes, first, planning, and then personality.

If the members of your club think the office of sergeant-at-arms a little job, you can make it big; or if it's already big, you can make it bigger.

Regard the mechanical part of the Rotary meeting as your special function and in cooperation with the president and the chairmen of your program and fellowship committees, and in coordination with them, take charge of the mechanics of your meeting.

Arrive at the meeting place at least fifteen or twenty minutes ahead of time, check up and see that the meal is going to be ready to be served right on the dot; then see that the arriving members mix around with each other, and, in particular, that the visitors are given a hearty welcome and are introduced to as many of your club members as possible, and without embarrassment get their tickets and have arrangements made for their seating.

Place yourself at the door of the

meeting place three or four minutes before the time the meeting convenes and see that the members get started into the meeting place so that the luncheon may start right on the dot without any delay.

See that your members get their seats promptly and without confusion; that no vacant seats are left between members; that the same members don't sit together all the time; and that all guests are seated where they will be properly taken care of.

Act as a kind of head waiter and see that the meal is promptly served and plenty of water and bread kept on the tables at all times, and that there is no delay in the service.

Call attention to members who come in late, in a humorous way, so as to make them want to be on time at the next meeting.

See that the song books or sheets are distributed, and when there is singing, see that everybody sings.

See that the members pay attention to the president's gavel and do not annoy the speaker by whispering and talking.

Keep an eye out for the "eat and run" Rotarians and, by calling attention to them in a diplomatic way, try to break them of the habit.

Plan, in cooperation with the president, to see that every one of your meetings closes on the dot.

If your members have name plates or badges, see that everyone wears them at each meeting. Granting that each member knows the other, the badge will be helpful to visitors.

As the meeting breaks up, see that as many members as possible speak to the guests, especially to such guests as took part in the meeting, expressing pleasure at having had them at the luncheon.