

USHERS/DOORKEEPERS

I. STATEMENT:

Ushers/Doorkeepers, as many as deemed necessary, are appointed by the Sergeant-at-arms prior to each general membership meeting to serve as aides.

II. DUTIES:

- A.** Be an aide to the President in the smooth running of a meeting.
- B.** Be alert to the seating of people, to carry messages to the podium, and to escort speakers and other guest.

III. PROCEDURES:

- A.** Help in seating of members and guest, especial those who are late. Direct them to a vacant seat.
- B.** Be alert to the necessity for more chairs and supervise the procuring them.
- C.** Direct speakers to the podium as needed.
- D.** Escort the news media to appropriate seating and inform the President of their arrival.
- E.** Deliver messages or questions to the president or to others at the podium.

FOR REFERENCE:

A complete set of job descriptions is contained in the Board Handbook which are in the possession of the President, President elect, first and second Vice Presidents, Recording Secretary, Parliamentarian and Immediate past president.

Drafted July 2013
Adopted March 19, 2014

Ushers & Doorkeepers where combined March 19, 2014

