

SERGEANT-AT-ARMS

I. STATEMENT:

The Sergeant-at-arms assists in preserving order as directed by the President. She is appointed by the President with the approval of the Executive Board.

II. DUTIES:

- A. To attend all General Membership Meetings and to be on duty at the door by 30 minutes before the beginning of the general membership meeting.
- B. To represent the Board of Directors at the door.
- C. To handle all emergencies occurring while the meeting is in session.
- D. To be alert to any indication of a disturbing element to avoid possible problems.
- E. To inform guests of General Membership Meeting Rules. Directors are responsible for clarifying General Membership Meeting Rules and procedures to speakers.
- F. To answer questions pertaining to the WSLC more specifically, inquiries by the media, and speakers during the meeting.
- G. To secure two Doorkeepers/Ushers for General Membership Meetings, if delegated by the President to do so.
- H. Be familiar with WSLC Bylaws and General Membership Standing Rules.
- I. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

III. PROCEDURES:

- A. Refer members who do not have their member ID card or guests to the Treasurer or the General Membership Committee representative.
- B. Obtain a list of the speakers and guests expected to attend each General Membership Meeting. Usher the speakers and guests to the row reserved for them in the front of the the meeting room.
- C. Become acquainted before each General Membership Meeting with the Doorkeepers/Ushers appointed for that meeting to be an escort for speakers to their seats or the podium.
- D. Pass request sheet around for volunteer to serve as ushers/doorkeepers at General Membership Meeting.

IV. BIENNIAL REPORT:

A report of the work of the Sergeant-at arms to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook, the remaining (3) copies to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbooks which are in the possession of the President, President-elect, the first and second Vice Presidents, Recording Secretary; Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2015