

## **USHERS/DOORKEEPERS**

### **I. STATEMENT:**

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

### **II. DUTIES:**

- A. To be an aide to the president in the smooth running of a meeting.
- B. To be alert to the seating of people, to carry messages to the podium, and to escort speakers and other guests.

### **III. PROCEDURES:**

- A. Help in the seating of members and guests, especially those who are late. Escort them to a vacant seat.
- B. Be alert to the necessity for more chairs and supervise the process of procuring them.
- C. Escort all speakers to the podium.
- D. Escort the news media people to their row.
- E. Bring messages or questions to the president or to others at the podium.

### **FOR REFERENCE:**

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

DATED: Proposed July 2013 Carol Bullock & Bette Voorhees

ADOPTED March 19, 2014

