## POSITION:

Sergeant at Arms

## TERM:

Three-year term recommended.

## REPORTS TO:

The District Governor

## BUDGETARY RESPONSIBILITY:

In coordination with the District Governor, determine budgetary requirements, if any, for the position.

## PREREQUISITES:

1. Be an active member in a Rotary Club in District 5320
2. Be a Paul Harris Fellow
3. Have an appreciation for and commitment to the objectives and tenets of Rotary International and Rotary District 5320
4. Be willing and able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.

## JOB SUMMARY:

The Sergeant at Arms provides assistance and coordinates arrangements for the Governor and staff at District functions. Ensures that all facilities and equipment are properly set up for all District events and functions.

## PRIMARY JOB RESPONSIBILITIES:

* Coordinates and assists Governor and staff at District events and functions.
* Ensures all facilities and equipment are properly set up and operational at all District events and functions.
* Ensure two to four Sergeants-at-Arms (large events may require more than four) at each district event at the discretion and appointment of the chairperson of the event;
* Be very visible – with armbands and/or hats;
* Direct people traffic – as people arrive, move into sessions, etc.;
* Hand out door prize tickets when appropriate;
* Sell raffle tickets;
* Collect meal tickets, check name badges, or count attendance for meal registration when required;
* Assist event organizers as required;
* Assist and answer questions
* Other duties as may be prescribed by the Governor and the Chairperson of the event.
* As required, submit written reports to the District Governor.

## SECONDARY JOB RESPONSIBILITIES

* Participate in the planning and presentation of training classes to district staff.
* Identify, encourage and assist in the development of future club and district leaders.

## 2016-2017 Schedule

## January to June, 2016

## PETS

This year’s PETS trains the club President-Elects who take over in July. PETS has their own team of SAA for the training and meals. We need District SAAs for Friday morning when we distribute the bags and packets of materials. Then we need setup of our District room on Saturday afternoon’s three-hour session and Sunday morning’s session. That involves room setup and A/V and teardown and packing up after the Sunday session. Optionally, we may need SAAs to help for the hospitality suite on Friday and Saturday nights.

**District Training Assembly - March 5th at Chapman**

**Grants Management Seminar - March 12 and March 26 at Boy Scouts** offices

**District Conference - May 13-15 in Newport Beach** (assisting this year’s SAA team if needed)

## Starting in July, 2016:

## President’s meetings (2nd Mondays):

**2016**

July 11

Aug 8

Sep 12

Oct 14 - Business Leadership Awards (lunch)

Nov 19 - Foundation Gala at Balboa Pavilion

Dec - DARK

**2017**

Jan 9

Feb 13

Mar - District Training Assembly & Grants Mgt. Seminars (2017 team)

Apr 10

May 20 - District Conference in San Diego with D5340

Jun 19 - Transition Dinner