

Sergeant at Arms - Self Assessment

For each item, mark it if it is true for you. Then count how many items you marked as true.

Officer Responsibilities

How are you doing at fulfilling your responsibilities as a club officer?

<input type="checkbox"/>	Attend most Club meetings
<input type="checkbox"/>	Participate in Club Officer meetings.
<input type="checkbox"/>	Read Sergeant at Arms officer manual.
<input type="checkbox"/>	Keep informed of D22 events. (Read the D22 bulletin.)
<input type="checkbox"/>	Attend TLI.

Sergeant at Arms Duties

How are you doing fulfilling your duties as Club Sergeant at Arms?

<input type="checkbox"/>	Schedule meeting location
<input type="checkbox"/>	Maintain Club equipment
<input type="checkbox"/>	Arrange the meeting room and equipment
<input type="checkbox"/>	Greet members and guests
<input type="checkbox"/>	Arrange for food service, if any
<input type="checkbox"/>	Ensure that adequate supplies are on hand
<input type="checkbox"/>	Collect ballots and tally votes for elections and contests

How are you doing?

11-12 = exceptional job as
Sgt at Arms

09-10 = good job as SAA

07-08 = satisfactory job as SAA

06 = fair job as SAA

00-05 = consider getting some
help from fellow club members

courtesy of Pamela Turner, DTM, Masters 8825
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