



Job Title: Sergeant At Arms

Responsible to: The President

Qualifications:

- Directors general qualifications
- Understands the Robert's Rules of Order
- Has good communication skills
- Ability to mediate disputes

Job Summary:

- Serves as Parliamentarian at Board Meetings
- Preserves order at all Club functions

Duties and Responsibilities:

- Serves on the Executive Committee
- Serves as Parliamentarian
- Works with Activities Director in the physical arrangements of Club functions, such as, but not limited to:
 1. Dance Floor
 2. Table and furniture arrangements (before and after events)
 3. General environment of heat, air conditioning, lighting and check bathrooms
 4. Bring water and candy for all dances and events (purchases are reimbursed)
 5. Decorations for monthly dances and other events during the year