

Casterbridge Speakers 2014

Sergeant At Arms' Role

Purpose of the Role:	Keep track of the club's physical property, including checking that the box holding all of the information, and resources, required for the running of an evening's events is filled and to coordinate ordering of any shortfalls.
Accountability:	To check the box on a regular basis against a set of checklists which are contained within the box. Safety of the banner, lectern, etc. (currently delegated to the venue)
Recent Achievements	Checked the box twice and addressed shortfalls. I intend to check 2 more times in my tenure
Measures of Success	That the paperwork required for each evening is available on time
Benefits to the Role Holder	Just helping out in a minor way Being exposed to some of the materials and the leadership of the club
Skills, behaviours and level of commitment	Just checking skills – basic counting etc. and the commitment to do it say 4 times a year.
Potential Changes	Maybe the box could be broken down into 2 boxes – one for role information and other information which is hardly ever accessed and one for information and resources used each session – e.g. name badges, speaker evaluation forms, awards
Commitment to new role holder	Discuss idea of having 2 boxes