



Protected Under
18 U.S.C. 707

District III 4-H Council Sergeant-at-Arms Record Book

Name _____

Address _____

Phone _____ Age _____

Name of 4-H Club _____

Number of Years in 4-H _____

Parent Signature _____

Leader Signature _____

Date Turned In _____

Welcome!

As the elected or appointed sergeant-at-arms officer of your council, you have the privilege of helping keep the 4-H meeting in order and giving each member the respect they deserve. This book, along with the officer training, will help you better understand a sergeant-at-arms does and how to be a sergeant-at-arms at 4-H club meetings.

SERGEANT-AT-ARMS RESPONSIBILITIES

1. Attend meetings.
2. Attend the officer training.
3. Arrange the room at least 10 minutes before the meeting begins
4. Care for the 4-H effects of the Council (flags, gavel, etc) and properly arrange for their display.
5. Help presiding officer to maintain order during the meeting.
6. Greet members and guests and arrange for guests to sit with members.
7. Other duties as listed in the council constitution.
8. Complete a 4-H Sergeant-at-Arms Record Book.

RECORD BOOK REQUIREMENTS

1. Read this book and become familiar with your duties.
1. Complete the activities listed in this book.
2. Write your 4-H story, summarizing your work as Sergeant-at-Arms.
3. Turn in this record book to your county agent or council advisor at the end of the 4-H year.

SERGEANT-AT-ARMS: A HISTORY LESSON

The sergeant-at-arms is, historically, a ceremonial but important figure in legislative proceedings. In most parliamentary societies, the sergeant-at-arms assists the presiding officer in maintaining order. This individual (or, as in the case of large convention, individuals) carries out the directives of the presiding officer, whether it is to distribute and collect ballots, close the chamber to outsiders, clear the room of all non-members, etc.

So, if that's what the sergeant-at-arms is historically, what is a modern-day sergeant-at-arms? Well, about the same, really. They are order keepers and, for lack of a better word, the "enforcers" for the presiding officer. If you've ever had a council meeting get rowdy, perhaps the sergeant-at-arms helped restore order. Regardless of the organization or the size of the meeting, the sergeant-at-arms is much the same office as it always has been. In today's world of meetings via video conferencing, your job remains the same but it may become more challenging.

YOU ARE THE SERGEANT-AT-ARMS

As 4-H sergeant at arms, you are responsible for maintaining club properties, arranging the meeting room, and welcoming members and guests at each meeting. With your assistance, the council meeting can begin on schedule and a warm and friendly environment is established. This office has many responsibilities, yet it also has many rewards. During your term you will have the opportunity to develop and practice leadership skills that you can use in all areas of your life through your service as chairman of a committee and as a member of the council executive committee. You'll learn to set goals, plan, develop strategies, and recognize people for their efforts.

As a member of the executive committee, you are a part of a team that consists of the president, vice president, secretary, treasurer, historian/reporter and parliamentarian. Brief explanations of their duties are in the council constitution. The executive committee is responsible for making your council dynamic and enjoyable for all members. You can accomplish this through regular, productive executive committee meetings and through careful goal setting, planning, and monitoring of progress.

MAINTAINING CLUB EFFECTS

After each meeting, pack up all council property and store it in a secure place. Some clubs have storage space at the meeting place. In other cases, the sergeant at arms keeps the equipment and materials between meetings.

YOUR LEADERSHIP OPPORTUNITY

As sergeant at arms, you have many responsibilities - too many to carry out alone. You'll need others to work with you to ensure that your meetings are the best they can be and to make members and guests feel welcome.

One of your responsibilities is to influence and inspire committee members and other club members and motivate them to achieve goals. This includes the challenge of making members feel welcome even when meetings are held through "distance-technologies."

Your position as sergeant at arms is a terrific opportunity for you to develop and enhance your leadership skills while serving your club.

Successful leaders:

Set goals. As a member of the council's executive committee, you work with the committee to establish goals for the term. You also work with the executive committee to establish council goals. For example, one of your council's goals may be to make sure that each member and guest is greeted with a warm smile and a handshake upon arrival at every meeting.

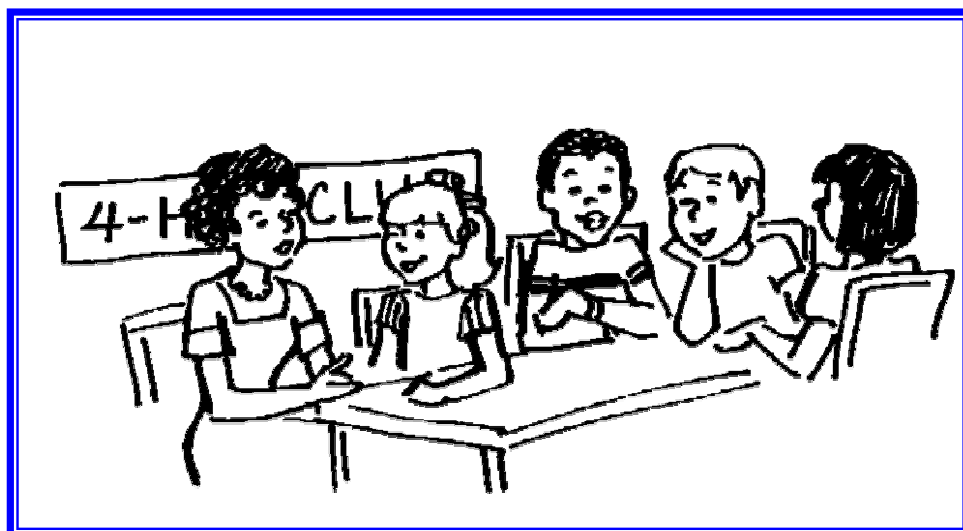
Plan how to accomplish goals. Once goals are established, leaders draw up a plan of action to accomplish the goals. They break the big goal into smaller goals. Then they develop strategies and timetables from which to work.

Monitor progress. Leaders track progress toward goals and make alterations as necessary.

Recognize achievement. Leaders reward those team members who perform well. The reward isn't necessarily tangible - a "thank you," congratulations or a smile will often suffice. Make a point to personally congratulate members who achieve something and see that an announcement is made during a council meeting.

As you lead, remember these tips:

- A good leader cares about his/her work and team members.
- A good leader is enthusiastic.
- A good leader is dedicated.



RECORDS

Meetings You Prepared For

Fill in the chart below with the appropriate information; additional pages may be included if necessary. You may need to refer to the secretary's minutes.

DATE	TIME	LOCATION	# MEMBERS PRESENT

YOUR 4-H STORY

Write a one-page story about your experience as 4-H Sergeant-at-Arms. Be sure to include highlights of your service in this office (interesting people you met, places you visited, or other new experiences). Also, write about what you learned by serving as Sergeant-at-Arms. Did you encounter any problems? How did you solve them? If you had it to do all over again, what would you do differently?

References

Alpha Phi Omega National Service Fraternity Parliamentarian's Handbook. (Found at http://www.apo.org/site/site_files/clearinghouse/ls_2007_apo_saa.pdf)

Kent, Heather (2002.) Jackson County 4-H President Record Book. UF/IFAS Extension, Jackson County, Marianna, Fl.

Toastmasters International (2008.) When You are the Sergeant-at-Arms: A Guide to Effective Club Leadership. (Found at <http://www.toastmasters.org/WhenSAA.aspx>)

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Extension Programs are open to all regardless of race, color, creed, or national origin. Persons with disabilities needing assistance should contact the office 5 working days prior to programs.

