



## Chapter Sergeant-At-Arms Duties and Responsibilities



*(Optional)*

*Set up meetings and assist the president in coordinating activities*

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Congratulations! You have been elected/appointed to serve as chapter sergeant-at-arms. You will serve as the protocol chairman. Your duties and responsibilities are:

- Be the doorkeeper at meetings.
- Assist the president and committees in coordinating activities at meetings and events.
- If requested, have charge of counting the ballots for the election of officers.
- Preserve order as the President may direct.
- Assist in the installation of new chapter officers.
- Participate in the initiation ceremony of new or transfer members.
- Serve as protocol officer for chapter functions.
- Know the rules of protocol according to the Alpha Delta Kappa *Handbook*.
- Provide fraternity education regarding protocol to members.
- Make needed signage for meetings and other events such as officer and guest place cards, reserved seating, and special seating, if requested.
- Greet guests and escort them to their seats, if requested.
- Lead the *S/P/N Pledge of Allegiance*, if requested.
- Consider volunteering as an assistant sergeant-at-arms at S/P/N conventions, regional conferences, and International conventions.
- Perform other duties as described in the chapter bylaws or policies and procedures.

Treasure this opportunity to serve as your chapter sergeant-at-arms. Enjoy every moment. Cherish our sisterhood and the friendships you make along this journey!