



The Sergeant-at-Arms is responsible for keeping complete records of the representatives' attendance at Chapter meetings.

Specific responsibilities include:

- Handle reservations/cancellations for Chapter meetings.
- Communicate the number of reservations and table seating requirements to the Program Director. This includes any special dietary restrictions or accommodation needs of the attendees.
- Prepare a guest list for the Chapter President and others as directed by the Chapter Board.
- Check-in representatives and guests at Chapter meetings.
- Distribute and collect nametags at Chapter meetings.
- Maintain attendance records of the membership at Chapter meetings and provide attendance reports at the monthly Chapter Board meetings.
- Collect payment for the monthly meetings as necessary.
- Provide Treasurer with any monies or checks collected in a timely manner.

The Sergeant-at-Arms may perform other duties as may be assigned by the Chapter President or the Chapter Board.