

# Position Description: Sergeant-at-Arms

## Description:

This resource provides an overview of the roles and responsibilities of a Sergeant-at-Arms. The Sergeant-at-Arms is responsible for serving as the parliamentarian, vote recorder, and keeper of ritual for the Chapter. This description will provide a framework for all Sergeant-at-Arms to operate across the International Fraternity.

## Goals:

- To identify the roles & responsibilities of the Sergeant-at-Arms.
- To clarify what the International organization expects from chapter members serving in these positions

## Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

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## Sergeant-at-Arms

### Position Description

1. Responsible for maintaining order during chapter meetings and serving as the Chapter parliamentarian.
  - a. This includes monitoring the use of cell phones, excessive talking, members not following Robert's Rules, and ensuring the Chapter Hall is secure.
2. Responsible for the maintenance and security of all ritual materials.
  - a. Work with the New Member Educator and President to plan formal chapter meetings, initiation, and other needs for ritual equipment.
3. Responsible for working with the New Member Educator to ensure there is a strong knowledge and appreciation for the ritual across the Chapter.
4. Responsible for the tallying of all written ballot votes during chapter meetings and elections.
5. Responsible for ensuring that all people in the Chapter Hall are initiated members of Delta Kappa Epsilon prior to the meeting starting.
6. Serve as a non-voting member of the Executive Committee and responsible for bringing concerns of the general Chapter to these meetings.
7. Serve as a member of the Standards board.

