



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description
Last updated June 2012



SERGEANT-AT-ARMS (elected at the Nov meeting in ODD years, term of office covers a two year period 2012-2013; 2014-2015 etc.)

FRIDAY AFTERNOON 4:00 PM

Meeting with President and other Executive Board members.

6:00 PM - Leave to select beer and soda and transport back to hotel.

7:00 PM - Transport beer and soda to hospitality room, arrange room seating; set up bar area, obtain ice and trash containers, work with region to set up "munchies challenge".

8:00 PM - See that party is off to a good start, replenishing beer and soda, as needed. At times, leave party to purchase more beer and soda, if necessary. Keep room as tidy as reasonably expected.

Lock up party room at the end.

During this time, check on main meeting room and put up banner.

SATURDAY MORNING 7:00 AM.

Check on the condition of the hospitality room.

Take stock of what's left over. Secure the room and return key to desk.

7:30 AM - Executive Board Meeting - room preparation - Check on coffee, juices, etc. for the meeting. Make sure there is ample room for all officers.

Pass out reports to E Board members.

Gather membership reports, treasurer's reports, etc. to be passed out at the Governors' meeting.

Take lunch orders from E Board members.

8:00 AM - Assist at Executive Board meeting as needed.

9:00 AM - Take lunch order to catering and specify to be served at 11:00.

Check on Governors' meeting room for proper set up, microphones in working order, flag displayed left of podium. Return to E Board meeting to continue to assist.

Present any guests to E Board, as requested.

11:00 AM - Work with catering to see that lunch is served promptly and properly.

Stack empty lunch plates on cart.

Serve dessert.

12:30 AM - Gather door prizes, papers, reports to distribute at Governor's meeting.

Re-check microphones and banner; announce reports can be picked up.

Solicit door prizes from vendors.

1:00 PM - Governor's meeting

Pass out sign-up sheets and collect after they are completed.

Put sign-up sheets in numerical order. Return sheets to secretary.

Assist president and other E Board members, as needed. Pass out reports, as needed.

Tally votes during floor voting. Pass out motion request forms.

END OF MEETING

Hand out door prizes.

Take down banner, bring back next meeting.

6:00 PM set up Saturday Night Hospitality

11:00 PM Clean up Hospitality Room, take supplies home and bring back for next meeting.

DURING CONVENTION

Assists President, as needed.

Help VP of Competition set up national awards for banquet.

If requested, set up President's Cocktail party.

Be available to help throughout week

MONTHLY

Write to vendors to solicit door prizes for Governors' meeting.

Contact regions to offer assistance for set up of "Munchies Challenge".

Also remind regions of the dates of the party.