

Sergeant-At-Arms & Credentials Chairperson

POSITION STATEMENT

Responsibilities

Responsible through the Executive Officer to the Multiple District 201 Council of Governors to control and manage the operation of the Multiple District Convention as described in the Multiple District Constitution.

Duties

1. Under the supervision and direction of the Executive Officer during the planning phase for Convention, the Sergeant-at-Arms shall:
 - 1.1. Advise the Executive Officer and Council Chairperson on the draft Convention Program,
 - 1.2. Work with the Cabinet Secretaries Coordinator to manage the credentialing of delegates, including the distribution of voting cards,
 - 1.3. Coordinate the collection of information for the Remembrance Ceremony,
 - 1.4. Work with the Convention Committee to ensure that the Indigenous Traditional owners of the Convention location are identified and invited to provide a 'Welcome to country'.
2. Under the supervision and direction of the Council Chairperson during the operational phase of the Convention, the Sergeant-at-Arms shall:
 - 2.1. Familiarise themselves with the various Convention venues,
 - 2.2. Liaise with the venue managers to ensure that seating, staging, audio-visual and operational requirements are correct according to the Convention manual,
 - 2.3. Liaise with the Executive Officer on any issues associated with the venue, staging and audio-visual requirements,
 - 2.4. Manage registration and accreditation at the Convention.
 - 2.5. Arrange for the printing of Delegate Voting Cards.
 - 2.6. Act as the Master of Ceremonies for the Convention, (see detail overleaf)
 - 2.7. Arrange printing of daily précis of proceedings, forum reports and other required papers.
 - 2.8. To provide Cabinet Secretaries with all documents required for them in connection with credentials reporting.
 - 2.9. To collect minutes and reports from committees, forums and seminars and to arrange for their printing as required.
 - 2.10. To supervise the formal counting of delegate votes for motions where required, advising the outcome to the Convention.

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2.11. To supervise the issue of and accounting for ballot papers in co-operation with the Chairperson of the Nominations Committee.

3. Role as Master of Ceremonies

The principal function of Master of Ceremonies includes:

- 3.1. Providing clear information to delegates regarding the venue, emergency arrangements, seating, stage directions, etc.
- 3.2. Providing clear information throughout each day to delegates on the detailed program including the location of rooms, various functions, break times, important announcements.
- 3.3. To correctly and appropriately introduce and thank delegates where these duties are not specifically programmed.
- 3.4. To arrange, at the direction of the Council Chairperson, ad hoc changes and amendments to the program to deal with late items and changes to assist in the delivery of an effective and professional program.
- 3.5. To conduct the duty of MC with good humour and presence.

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PERSON PROFILE

Experience

- A sound knowledge of the conduct of Multiple District Convention, gained from attendance at Conventions over a number of years.
- Experience in conducting public presentations to large groups.
- An organised and professional approach.
- Experience in the preparation of written reports.

Skills

- High level communication and negotiation skills.
- Clear speaking.
- A collaborative approach.
- The ability to exercise control of large numbers of persons in a closed auditorium.
- Good written and oral communication skills.
- Ability to complete tasks quickly when under pressure.

Personal Attributes

- An excellent sense of humour and a personable and friendly nature.
- Self-motivated with the ability to foresee matters which will require attention if difficulties are to be avoided during a Convention.
- Ability to foster harmony with other Lions and groups.

Note

1. The Sergeant-at-Arms is part of a small team responsible for delivering the Convention that includes the Council Chairperson, Executive Officer and Convention Chairperson.
2. Responsibility for preparing the program in consultation with the Council Chairperson rests with the Executive Officer.
3. The Sergeant-at-Arms does not attend the pre-Convention inspections. The Multiple District covers the cost of the Sergeant-at-Arms to attend the Convention, arriving 3 days in advance of the Call to Order, for the purpose of carrying out his or her duties.

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