



## TOASTMASTERS INTERNATIONAL, OMAN ( Oman Gavel clubs )

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### SERGEANT AT ARMS



#### Sergeat at Sergeant at Arms ( SAA)

The Sergeant At Arms is responsible for keeping and maintaining club property. *SAA should set up the meeting room before meetings . Arrange the room and equipment at least 10 minutes before the meeting begins. Make sure the lectern is in place, and the banner displayed. Organise timing device, stop watch , trophies, ribbons etc* The Sergeant At Arms calls the meeting to order strictly on the advertised start time.

#### Procedure:

- Meeting call to order ( knock the table with gavel )
- Good morning / afternoon/ evening Gaveliers and guests
- Welcome to ..... Gavel club. Session No.....
- May I request the guests to introduce themselves ( If there is any guest )
- May I request all of you to either switch off your mobile or put into silent mode please
- In Gavel clubs, we do not speak about politics, religion and sex. So I request all the speakers & role players to abstain from these topics
- **Mission of toastmasters club:** The Mission of toastmasters club is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth
- Now to kick start the meeting, please welcome our President Gavelier .....



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