

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON

DEPARTMENT SERGEANT AT ARMS POLICY

Read the "Department Policy – All Chairmen"

1. As the Department Sergeant at Arms you work behind the scenes assisting the Department President, Department Secretary, and fulfilling all duties assigned to you.
2. Expectations vary from year to year - meet with the Department President as early as possible to determine what the Department President expects and wants you to do and what the dress code will be.
3. You will direct and help with training the Assistant Sergeant at Arms if needed.

DUTIES

1. Will be expected to carry colors if color bearers are not present.
2. Help the Department President and Department Secretary carry in and out their material.
3. Prepare place cards for the Department Executive Committee meeting (D.E.C.'s) and place as directed by the Department President/Department Secretary.
4. Make certain Bell and Gavel are on the head table. When not in use the Bell should be carried in designed box to prevent breakage. If not carried in box and breakage occurs replacement will be the responsibility of the current Sgt.-at-Arms. (1/14/07)
5. Arrange chairs, etc. as per the President's/Secretary's instructions.
6. Always have fresh water and glasses on the head table, suggest 2 pitchers of water.
7. Distribute material as requested, being careful not to disrupt the meeting.
8. Keep order in a quiet and friendly manner.
9. Always be alert - listening and watching should the Department President need you.
10. For Conventions and Banquets joint with the Legion, you will need to work with the Legion Sergeant at Arms.
11. Will assist (or be responsible for, as the Department President directs) in all processions. Usually, the Distinguished Guest Chairman and the Sergeant at Arms have the responsibility of processions.
12. Be ready to start on time.
13. Will be in charge of the Flag practice at Convention.
14. You are responsible for the Department Banner and National Flag You are responsible to oversee that they are brought to and placed where they are needed and for their appearance and condition.
15. The Department Banner and National Flag are to be carried in and out (unless President directs otherwise.)
16. The Department President must be contacted PRIOR to the event to determine if both (Department and National) sets of colors are to be used.
17. During DEC's and Department Convention you will escort the Department President whenever a visit to the Legion or the Sons of The American Legion is planned.

CONVENTION

1. Be alert to the Department Convention rules regarding areas for which you are responsible for.
2. Make guests feel welcome.
3. Be attentive - assist the Department President/Secretary whenever needed.

GUESTS

1. When a distinguished guest enters, you address the chair as soon as the one speaking is finished, saying "Madam/Mister Department President, we have a guest".
2. The Distinguished Guest Chairman and the guest are then escorted to the podium by you, the Sergeant at Arms. Make certain if the guest is unknown to the Department President, their name and organization are printed on a piece of paper and handed to the Department President. If the Distinguished Guest Chairman is not present you will introduce the guest to the Department President, giving the name and organization.