



Chapter Sergeant-at-Arms Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Be the doorkeeper at meetings. Greet guests and escort them to their seats, if requested.
- Serve as protocol officer for chapter functions.
 - Know the rules of protocol in the Alpha Delta Kappa Protocol Handbook, which can be found in the Resource Library on the International website.
 - Provide fraternity education regarding protocol to members.
 - Preserve order as directed by the chapter president.
 - Be familiar with the emergency exit plan for the meeting venue.
- Assist the president and committees in coordinating activities at meetings and events.
- Make meeting and event signage (e.g., officer and guest place cards, reserved seating, special seating, etc.), if requested.
- Lead the provincial or national *Pledge of Allegiance*, if requested.
- Be in charge of counting the ballots for the election of officers, if requested.
- Participate in chapter ceremonies, as requested.
- Consider volunteering as an assistant sergeant-at-arms at state, provincial or national conventions/conferences, regional conferences and International conventions.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.