

# Sergeant-at-Arms Committee

**Composition: 3 members**

## Meets as needed

This committee oversees all house, sick, and visitation responsibilities. The Sergeant-at-Arms should be the chairperson of this committee. The responsibilities of the committee include:

1. Keeping order at the meetings.
2. Levying and collecting fines.
3. Keeping the members in good humor prior to the start of the meetings.
4. Acts as the chapter's contact with the caterer. Sees that food is up to standard and served promptly.
5. Handles all complaints on food and service with caterer.

## House responsibilities

1. Set up registration area outside meeting room if possible.
  - a. Table for registration of guests and printing guest name tags. Order supplies from the AMBUCS™ Resource Center at 336-869-2166 or fax 336-887-8451, or e-mail [ambucs@ambucs.com](mailto:ambucs@ambucs.com)
  - b. Badge box opened with newest member in chapter stationed to help members find badges and register guests.
2. Set up meeting room, keeping in mind:
  - a. Private—not just a screened enclosure.
  - b. Adequate in size - not too small and definitely not too large.
  - c. Display chapter banner and mission banner directly behind the head table with the American Flag in the corner of the room.
  - d. Provide the speaker with a chapter lectern. Use the AMBUCS™ logo lectern cover.
  - e. Place gong and gavel beside the lectern.
  - f. Food should be a set meal, ready to be served promptly. (No ordering from the menu.)
  - g. For groups over 25, set room for individual tables of 6 or 8. This promotes more friendliness. Avoid tables set for "U" or "T."

- h. Set a head table, not to exceed six places for the president, speaker of the day, program chairman, secretary, chaplain and AMBUC of the day.
- i. If possible, have the head table on a riser of 6 to 9 inches with a skirt around the table.
- j. Luncheon badge box should be outside the entrance door, if at all possible.
- k. The reception committee should be stationed inside the door to welcome members and guests.

It is suggested the chapter purchase a foot locker with a key. All equipment, such as chapter banner, song books, attendance slips, collapsible lectern, etc., can easily be stored in it and then locked up.

## Sick visitation responsibilities

In addition to being the House Committee, this committee should have the responsibility of visiting those members who are in the hospital, as well as seeing that flowers or other like gifts are sent. It is strongly recommended that this committee set the limits to be spent for cards, flowers, etc., and have the policy properly approved by the Board. This procedure should be printed and distributed to each new member of the chapter as well as to the new members as they join. In this manner unhappy misunderstandings are avoided.

The Sick Visitation Committee is charged with the responsibility of insuring that appropriate visits are made and flowers dispatched to the member and their immediate families on occasions as outlined below:

Immediate family, including spouse and children of the members. AMBUCS™, including all members regardless of place of hospitalization and all visiting AMBUCS™ hospitalized in your chapter's city.

Flower for the sick to be a basket, green plant in appropriate planter or blooming plant not to exceed budget. Candy may be substituted for a portion of the total price after a check has been made to insure suitability.

Cards to be sent to members confined at home with less serious illnesses.

Flowers for the deceased to be a remembrance basket, not to exceed budget.

Congratulatory gifts for new parents will be a special arrangement of small flowers in an appropriate container.

Members will be responsible for notifying the committee chairman of all cases requiring committee action. This will insure no one is overlooked. Where visitations are in order, the chairman will call and arrange for a minimum of two members to conduct such visits. In case of a deceased AMBUCS™ MEMBER, all members will assemble at designated point and move to the funeral home in a group.

It is recommended that the Finance Committee include in the chapter's budget an allowance necessary for the current year's expenses for sick visitations.