1415 N. 26th St. (Admin Bldg.)
St. Joseph MO 64506

# Sgt. At Arms Job Description

**ARTICLE VIII: DUTIES OF OFFICERS**

**Section 5. The Sergeant-at-Arms shall:**

- Keep the registration of attendance in a bound book at all Executive and General Council meetings.
- Inform the presiding officer of the presence or absence of a quorum.
- Perform such other duties as pertain to the office.

**Other Duties shall include:**

- Present a plan of work for this office.
- Shall submit articles to Clippings; as assigned. Keeping one copy for this procedure book.
- Shall be in charge of door prizes at each Council Meeting.
- Be a member of committees:
  - Incoming Sgt @ Arms shall be a member of budget committee
  - Outstanding PTA Unit
  - St. Joseph PTA Council Lifetime PTA Leadership Award
- Shall perform the duties outlined in the bylaws and those assigned from time to time.
- Study the bylaws to familiarize yourself with procedure.
- Keep files/procedure book of this office up to date.
- At the end of each year; an annual report must be written and placed in this procedure book to pass along to the next person.