

Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at www.SkiFederation.org. Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.

SERGEANT OF ARMS JOB DESCRIPTION

- 1) To attend all general membership meetings and be responsible for:
 - A. running the 50/50 drawing.
 - B. disciplining and/or ejecting any unruly attendees.
 - C. helping to check people at the front door for Member or Guest status.
 - D. assuring that everyone is a minimum of 21 years of age.
- 2) To attend all board meetings and be responsible for:
 - A. assisting in enforcing club rules, regulations and policies.
 - B. having one vote on the board.
 - C. being the "timekeeper".
- 3) When on trips, to be available to the trip leaders for any help needed and to assist in enforcing club rules, regulations and policies.
- 4) To be responsible for the club flag and to make sure that it is present at all club meetings and activities.
- 5) Must be available to help when attending club meetings, trips and functions
- 6) Is responsible for the club flag and bringing it to all club meetings, trips and functions.