

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

Sergeant at Arms

QUALIFICATIONS

As the person whose major concerns are safety, maintaining order, handling issues of confidentiality, the Sergeant at Arms must be an organized, approachable, and trustworthy individual who will work well with the Officers, remain sober at events, and remain calm in an emergency.

TIME REQUIRED

The Sergeant at Arms will need to devote approximately 10 hours per month to the job for telephone / computer work and meetings. Each month there is an Officers meeting and a Chapter meeting.

BASIC DUTIES INCLUDE:

1. Reporting activities of the Office at the Officers meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Overseeing appointed Deputies and others who volunteer to help with job performance.
4. Preparing the room for the Chapter meeting and returning Chapter property to the storage room after the meeting.
5. Attending all Chapter meetings to preserve order and to maintain a safe environment for Chapter members and their property.
6. Ensuring the integrity of the ballot box and overseeing the counting of the ballots in all elections.
7. Receiving written suggestions or complaints from any member and delivering the written material to the President for presentation to the Executive Board.
8. Maintaining inventory of related parking and security supplies for job performance.
9. Planning and controlling parking and scheduling shifts of Deputies and/or volunteers at Chapter events and at other events for which Peo-Taz Chapter of A.B.A.T.E. of Illinois is requested to provide such a service.
10. Attending all events as Sergeant of Arms or if attendance is impossible, making sure that Deputy will attend as Acting Security Director.
11. Overseeing any financial transaction at the direction of the Executive Board.
12. Performing other security functions at the direction of the Executive Board.
13. Notifying authorities and obtaining permits as necessary for the assembly of a large group of riders or a parade.
14. Acquiring escorts for rides.
15. Planning and controlling parking and scheduling shifts of Deputies and/or volunteers at Chapter events and at other events for which Peo-Taz Chapter of A.B.A.T.E. of Illinois is requested to provide such a service.
16. Providing a list of all Sergeant of Arms Officers and maintain a current list of the same.
17. Performing other security functions at the direction of the Executive Board.

Retyped July 2021