



## *American Gold Star Mothers, Inc.*

### **Position Description: Sergeant-at-Arms**

**JOB DESCRIPTION:** Shall see that order is maintained during meetings and at convention and perform such other duties as requested by the presiding officer

#### **SUMMARY OF ESSENTIAL FUNCTIONS:**

- Serves on committees as assigned by the National President
- Sets up the meeting room for NEB meetings
- Prepares the delegate seating for the business meeting at the National Convention, along with the 2<sup>nd</sup> Vice President
- Works with the NSO to assign duties at Headquarters during NEB meetings and events, to include travel schedules, chore lists, grocery lists, room assignments, meal planning and other items as needed
- Answers the door and telephone and gives messages to the President and Board Members during NEB meetings
- Practices with flag and banner guards before ceremonies
- Lines up the NEB for entrances at ceremonies
- Works closely with the NSO on setup and details of events
- Selects Pages and Alternates for National Convention and instructs the Pages on their duties

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.