

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: ASSISTANT SERGEANT-AT-ARMS
(Updated 2/8/24)

Officer: Elected Position

Purpose: The Assistant Sergeant-at-Arms assists the Sergeant-at-Arms.

Duties and Responsibilities:

The Assistant Sergeant-at-Arms is responsible for the following:

1. Attend all Board and Regular meetings.
2. Keeping order at Unit meetings
3. Advancement and retirement of the Unit Colors and proper care
4. Other duties as may be assigned by the Unit President
5. Unit 291 requires:
 - a) Overseeing the setting up of the meeting rooms for the Executive Board meetings:
 - i) Executive Board
(1) Table set up for best seating
 - b) General meetings
 - i) USA and Auxiliary small flags on each table
 - ii) USA and Auxiliary flags are in the back of the room ready for advancement in the General meetings
 - iii) Unit Preamble display on each table
 - iv) Nameplates on the front officer's table
 - c) Passing out Agenda and other meeting materials
 - d) Cordless Microphones used for meetings.
 - i) Passing to the Chairman to give monthly reports and to the general members with questions.

Unit Guide Handbook: Page 53. Duties of the Sergeant-at-Arms: The sergeant-at-arms is responsible for keeping order at unit meetings, for the advancement and retirement of the unit colors and their proper care, and for such other duties as may be assigned by the unit president.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

ARTICLE IV- UNIT OFFICERS

SECTION 1. The officers of this Unit shall be: President, First Vice President, Second Vice President, Secretary, Treasurer (the office of Secretary-Treasurer may be combined), Historian, Chaplain, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, Junior Past President and Five (5) Executive Committee Persons. (Assistant Sergeant-at-Arms and Parliamentarian are optional.) (2019)

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1st or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 12. The Sergeant-at-Arms shall be responsible for order at all Unit meetings, for the advancement and retirement of colors, and for the proper care of all Unit materials. The Sergeant-at-Arms shall perform such other duties as assigned by the Unit President. (2019)

SECTION 13. The Assistant Sergeant-at-Arms shall assist the Sergeant-at-Arms, and in the absence of the Sergeant-at-Arms, shall be prepared to assume the duties. (2019)