



MAKING A DIFFERENCE AS LOGISTICS MANAGER



As the logistics manager (formerly district sergeant at arms), you are responsible for selecting meeting locations and organizing the room, ensuring the atmosphere is conducive to successful events, such as business meetings, speech contests, and training. The sergeant at arms sets up necessary equipment, assists district leaders with meeting arrangements, distributes program materials, keeps track of district property, and addresses disruptions during events. A track record of organization and diplomacy are a must for this role.

It's recommended that you meet with the district director and discuss the duties and responsibilities and you both view them

I have compiled a list of what I consider the most valuable resources and links to help you get off to a great start. Here's a resource that you should have with you all the time:

[District Leadership Handbook](#)

Here are some links to some very valuable resources related to Administrative Manager:

[Governing Documents of Toastmasters International](#)
[Training Reports](#)
[Club SAA Training](#)
[Features, Benefits and Values Chart](#)
[Toastmasters International Membership Application](#)

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