

## **SERGEANT-AT-ARMS CONVENTION COMMITTEE TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Sergeant-At-Arms committee will:

- Ensure only those persons with the appropriate credentials are allowed into the convention hall.
- Distribute materials daily on the convention floor as directed by the committee chair in coordination with CUPE BC administrative assistant.
- Tile and un-tile the doors during convention as directed by the convention chair.
- Marshall delegates at any public events as part of the regular convention day, as assigned.

### **STRUCTURE OF THE COMMITTEE**

- Chairperson and members are appointed by the CUPE BC Division Officers from nominations received from Locals and District Councils.
- An Executive Board liaison is appointed by the CUPE BC Division Officers.
- Staff advisors are appointed by the CUPE BC Regional Officers.
- A lead administrative assistant from CUPE BC will be assigned to work with the chair and the committee.

### **TERM**

The Sergeant-At-Arms committee members will report to their committee chair at the main doors of the convention hall on the first day of convention (Wednesday) at 5:00pm and each subsequent morning at 8:30am until convention adjourns at 4:00pm on the last day (Saturday).

### **RESPONSIBILITIES**

- Ensure that all attendees to convention are wearing a name badge.
- Name badges indicate access to the convention floor as follows:
  - Voting delegates – have access to the floor.
  - Alternate delegates – have access to floor but no vote.
  - Staff – have access to floor.
  - Guests/visitors – are to be seated in the section designated for guests. There will be an entrance door clearly marked for guests.)
- Guide speakers/greeters with guest badges to the front of the room when they are scheduled to speak as directed

- Direct media to check in with the communications office on site (room will be clearly marked). Once they are checked in, please direct them to the designated media table at the back of the hall.
- Distribute materials in a prompt and efficient manner as directed by the committee chair. Note: all items distributed on the floor are coordinated through the assigned CUPE BC administrative assistant in the convention office. **\*\*no exceptions\*\***
- There will be a table designated at the back of the convention hall for the committee to store additional materials that have been distributed to the floor.
- Check in with the committee chair at the beginning of each day and at lunch breaks to arrange meet up time for distribution of materials.
- If possible - assist in clean up and packing of materials for shipping back to the CUPE BC office on Saturday afternoon. Please liaise with your administrative assistant if you can assist with clean up after lunch on the last day of convention (Saturday).

### **ADDITIONAL COMMITTEE INFORMATION**

- There will be a designated gathering place for the Sergeant-At-Arms and Credentials committees to have coffee and breaks as needed starting Thursday morning. The location will be provided by your chairperson on arrival at convention.
- The chairperson will have expense forms and a sign in sheet available. Please ensure that committee members sign in each day, complete the expense forms, and submit them on the last day of convention. The chairperson will collect all forms and submit the completed forms to the CUPE BC Convention office.
- The chairperson of the committee is to provide a written report, including any recommendations for future conventions, to the Secretary-Treasurer within 30 days of the close of Convention.