

Installation Materials

- **Club Officer Pin Set** (Item 5801Z)
- **Gavel** (Item 375)
- **Club President Award** (Item 1990)
- **Club Leadership Handbook** (Item 1310)
- For tokens of appreciation to present to your outgoing officers, visit www.toastmasters.org/gifts

CLUB OFFICER INSTALLATION SCRIPT

Whoever conducts the ceremony (the installing officer) may use the following script or create one.

First, the installing officer asks the outgoing club officers to stand, thanks them for their work and relieves them of their responsibilities by saying, “You are discharged from all further duties and responsibilities as officers of Club **[insert club name here]**.”

Next, the installing officer calls the incoming officers forward and asks that they stand, in the following order, to the right of the lectern: sergeant at arms, treasurer, secretary, vice president public relations, vice president membership, vice president education and president.

The installing officer charges the incoming officers with their new duties by saying, “I am here to install the officers of Club **[insert club name here]** and to prepare them for the challenges that lie ahead. Their collective challenge is to make this club strong, dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity and think creatively.

I will ask each officer to hold the gavel as a symbol of leadership as I briefly describe the challenges he or she must meet and the responsibilities he or she must fulfill.”

The installing officer introduces the sergeant at arms, giving a brief description of the goals and responsibilities of the office. Then the installing officer gives the gavel to the sergeant at arms as a symbol of this charge and concludes by saying, “Will you perform these duties to the best of your ability?”

The installing officer asks the sergeant at arms to pass the gavel to the next person and repeats this procedure for the treasurer, secretary, vice president public relations, vice president membership and vice president education. The incoming president is installed last with the following special presentation:

■ “Toastmaster **[insert incoming president’s name here]**, having been elected the president of Club **[insert club name here]**, you are its chief executive officer and are expected to preside at all club meetings and at all regular and special meetings of your executive committee.

It is your challenge to see that this club enables its members to achieve their educational goals. It's also your challenge to see that your club helps the area, division, district and Toastmasters International to meet their goals. Please accept the gavel as a symbol of your leadership and dedication to office.

The gavel is a symbol of the power and authority given to you by the membership of this club. Use it wisely and with restraint. You are a member of your team as well as a leader. A team is more than a collection of people. It's an emotional force rooted in the feelings, thoughts and actions of all members with the common goal of achievement, sharing and mutual support. Work with your team members to create a healthy, dynamic club, a club of which everyone is proud.

Will you, as president, accept this challenge and perform your duties to the best of your abilities?"

The incoming club president responds, "I will."

The installing officer says, "It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected."

Then, addressing the club collectively, the installing officer continues, "Will everyone please stand? The growth and development of the Toastmasters program in Club [insert club name here] depends largely upon the actions of this group. On your honor, as members of Toastmasters, do you pledge to individually and collectively stand by this club, live with it and work with it throughout the coming year?"

The club members reply, "We will."

The installing officer says, "Will the newly installed club president and immediate past president please join me at the lectern. [Insert immediate past president's name here], as immediate past president of Club [insert club name here], will you offer the president's pin to [insert incoming president's name here] as a symbol of [his/her] dedication and service? And [insert incoming president's name here], as president of Club [insert club name here], will you offer the past president's pin to [insert immediate past president's name here] for [his/her] dedication and service?" The immediate past president and incoming president each pin the other officer.

The installing officer and immediate past president leave the lectern. The new president takes charge of the meeting. At this time, the new president presents the **Club President Award** (Item 1990) to the outgoing president. The new president then gives a three-minute speech, outlining the goals for his or her term.