

Officer Installation Script

Would the outgoing officers please stand? At this time, you are discharged from all of your duties and responsibilities. Thank you for your excellent service to this club.

I am here to:

- install the new officers of [club name _____],
- briefly state their key responsibilities,
- remind them of the challenges that lie ahead

Their collective challenge is to make this Club one of the best in Toastmasters International. This will involve helping the members achieve their goals as well as leading the Club to President's Distinguished Club status this coming year.

Will the new Officer team please come forward and form a line beginning with the Sergeant at Arms and ending with the President?

Each Officer is obligated to:

- attend Club Executive Committee meetings,
- attend District-sponsored Club Officer Training (TLI),
- prepare a successor for his/her respective office

I will now briefly describe the challenges and key responsibilities for each Officer beginning with the Sergeant at Arms. [If the Club has a gavel, have each officer in turn hold the gavel as his/ her responsibilities are described.]

[name of **Sergeant at Arms** _____], as Sergeant at Arms, you:

- arrange the meeting location,
- maintain club equipment in working order,
- ensure that adequate club supplies are available,
- set up the room before the meeting begins,
- make all relevant educational and PR materials are displayed,
- attend to special equipment needs,

- greet guests,
- help the President make sure the meeting begins on time,

[name of Sergeant at Arms _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of Treasurer or name of Secretary/Treasurer _____]

[name of **Secretary/Treasurer** _____], as Treasurer, you:

- keep financial records and prepare the club budget
- announce when it's time for members to pay dues
- explain the dues structure to members
- collect dues
- work with the Secretary to ensure that the Club submits dues on time to Toastmasters International World Headquarters

[name of Secretary/Treasurer _____], as Secretary, you:

- maintain an accurate membership roster,
- work with the Treasurer to ensure that new member application and dues get to Toastmasters International World Headquarters as soon as possible
- submit the new club officer list to Toastmasters International on time,
- work with the Treasurer to submit your club's semi-annual report and dues to Toastmasters International on time,
- provide the club with minutes of each meeting

[name of Secretary/Treasurer _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of VP of Public Relations _____]

[name of **Treasurer** _____], as Treasurer, you:

- keep financial records and prepare the club budget,
- announce when it's time for members to pay dues,
- explain the dues structure to members,
- collect dues,
- work with the Secretary to ensure that the Club submits dues on time to Toastmasters International World Headquarters

[name of Treasurer _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of Secretary _____]

[name of **Secretary** _____], as Secretary, you:

- maintain an accurate membership roster,
- work with the Treasurer to ensure that new member application and dues get to Toastmasters International World Headquarters as soon as possible,
- submit the new club officer list to Toastmasters International on time,
- work with the Treasurer to submit your club's semi-annual report and dues to Toastmasters International on time,
- provide the club with minutes of each meeting

[name of Secretary _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of VP of Public Relations _____]

[name of **VP Public Relations** _____], as VP Public Relations, you:

- attract visitors to the Club through free publicity,
- use a variety of means to promote the club in the [community or organization],
- enlist your fellow club members in PR activities, providing them with promotional materials and ideas for inviting guests
- regularly recognize member achievements with methods such as announcements, newsletters, emails, and articles that you submit for the district bulletin

[name of VP PR _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of VP of Membership _____]

[name of **VP Membership** _____], as VP of Membership, you:

- lead the Club's membership building efforts,

- to achieve the membership goal of 8 new members,
- while the VP of PR motivates people to visit your Club, you motivate the current members to invite guests,
- promptly give new member applications and dues to the Secretary and Treasurer
- personally greet guests and provide them with guest packets, including a membership application
- make sure each guest hears about the benefits of Toastmasters and gets a personal invitation to become a member

[name of VP Membership _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of VP of Education _____]

[name of **VP Education** _____], as Vice President Education, you:

- gain commitments from members to set educational goals for themselves,
- assure that club members are aware of the schedule of meeting roles,
- plan meetings that will assist members in meeting their goals,
- work with club members to keep meetings fun and well-run,
- work with your members to ensure that they submit their applications for educational awards promptly,
- provide for educational topics at club meetings such as those from the Successful Club Series and Leadership Excellence Series,
- represent your Club at Area and District Council meetings
- as the second highest-ranking officer, preside over the meeting when the President is absent

[name of VP Education _____] will you perform these duties to the best of your ability? [Acknowledge response] Please pass the gavel to [name of President _____]

[name of **President** _____], as President of [name of club _____], you are the chief executive officer. Thus, you:

- preside at all club meetings and all meetings of the club executive committee,

- it is your challenge to see that this club adds new members and meets the needs of its current members to achieve their communication and leadership goals
- establish a club climate that is supportive, stimulating, and rewarding to its members,
- realize that among the resources available to you are:
 - fellow Club members
 - Officer team
 - Club Officer's handbook
 - Area Governor
 - Division Governor
 - the District website
 - the D22 Bulletin
 - all other District 22 officers

[name of President _____], you hold the gavel as a symbol of the power and authority that your club has given you during your term of office. I am confident that you will use it wisely and with restraint. [name of President _____] as a member of [club name _____] as well as its leader, will you work with your Executive team and club members to make [club name _____] a President's Distinguished club this year? [Acknowledge response]

[club name _____] members please stand. Your Officer team has just pledged to serve this club to the best of its ability. To be the best Toastmasters Club possible and to meet the needs of all its members, your Club will need active participation from each member. Do you as members pledge to work together with your Officer team to make [club name _____] the finest Toastmasters club it can possibly be? [Acknowledge response]

By the authority vested in me as your Area Governor, it is my sincere pleasure to declare these Toastmasters Officers installed in their respective Club Offices.

Please join me in extending a warm welcome to the [club name _____] Club Executive Team for this Toastmasters year.