

Officer Installation Script: Installing Officer's presentation

Opening: Thank you for your welcome. Good evening fellow Toastmasters. I am officers for club .

The officer installation ceremony is our opportunity to thank the outgoing officers for their efforts and a job well done and welcome the new club leadership team to their roles and responsibilities.

The success of any Toastmasters club can be attributed to several factors. Certainly, the leadership and dedication to service of you members is a prime factor in a club's success. When we joined Toastmasters, we promised to answer the call of service to our club and Toastmasters as the needs and opportunities arose. Your outgoing leadership team exemplifies the fulfillment of this commitment.

At this time, I invite the outgoing officers to stand with me at the lectern.

Fellow Toastmasters, your leadership team has been active in many behind the scenes activities to help make your club successful. On behalf of your fellow Toastmasters and Toastmasters everywhere, I congratulate you on your successes and thank you for your dedication and efforts. At this time I formally discharge from all further duties and responsibilities as officers of this Club. Please join me in a round of applause for your outgoing club officers. Outgoing officers may be seated.

Call the new officers to forward.

As I install the new officers, we will pass the gavel of club authority to each new officer. Please hold this gavel and pass it

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to the next officer after you accept you officer.

Sergeant-At-Arms:

, you are the incoming Sergeant-At-Arms. Your duties include arriving early to prepare the meeting room, insuring that supply levels are maintained, greeting early arrivals, assisting with prepared speakers with their props and the lectern position, helping the Toastmaster with the awards presentations, and other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

Treasurer:

You are the incoming Treasurer. Your duties include collecting and paying semi-annual dues on time, accounting for all of the club funds, preparing checks, processing deposits, reconciling the bank account regularly, reporting the current financial status when requested, and other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

Secretary:

You are the incoming Secretary. Your duties include keeping records of the Executive Committee Meetings and the regular club meetings. Your records form the basis of many of the club reports and other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

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Vice President of Public Relations:

, you are the incoming Vice President of Public Relations. Your duties include promoting the club meetings through local media, websites, and flyers. You will utilize creative methods to disseminate information about the club, its members, and Toastmasters in a way that will insure a stream of guests to attend the club's weekly meeting as well as other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

Vice President of Membership

, you are the incoming Vice President of Membership. Your duties include connecting with all the guests before and after the meetings, explaining the Toastmaster program, assisting them in

their decision to join, helping them to fill out the forms, processing the completed membership applications, and other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

Vice President of Education:

, you are the incoming Vice President of Education. Your duties include charting a course of speaking and leadership for all the members. That includes finding out the members goals, scheduling the meetings, tracking member progress, creating a fun meeting environment each week, and other duties assigned by the club president or the executive board. Will you perform these duties to the best of your ability?

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Club President:

, you are the incoming President for. You are the chief executive officer and will be expected to preside at all club meetings, regular and special executive committee meetings, and other club functions. It is your challenge to see that this club enables its members to achieve their educational goals. It is 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 the 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. Always remember that you are a member of your team as well as a leader.

Fellow Toastmasters, as presiding officer, I declare the officers of to have been duly installed for the term of January 1, to June 30,.

It gives me great pleasure to present to you your installed officers the coming term.

I now call to the lectern to assume his duty, your president,.