



Club Officer Installation Script

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Based on T.I. Items 495 (May 2022) and 1310 (May 2023)

First, the installing officer [IO] 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 _____.”

Next, the IO calls the incoming officers forward and asks that they stand, in the following order, to the right of the lectern: Sergeant at Arms, Club Treasurer, Club Secretary, Vice President Public Relations, Vice President Membership, Vice President Education, and Club President.

The IO charges the incoming officers with their new duties by saying, “I am here to install the officers of _____ 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 [that each] must meet and the responsibilities [that each] must fulfill.”

Sergeant at Arms

The IO gives the gavel to the SAA.

“Toastmaster _____, you have been elected to the position of Sergeant at Arms. You keep track of the club’s physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members and stay late to stow all of the club’s equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your club meetings. The Sergeant at Arms also has a role to play during business meetings, speech contests, and other special club events.”

“Will you perform these duties to the best of your ability?”

SAA-elect responds and then passes the gavel to the treasurer-elect.

Treasurer

“Toastmaster _____, you have been elected to the position of Club Treasurer. You are the club’s accountant. You manage the club’s bank account, writing checks as approved by the Club Executive Committee, and depositing membership dues payments and other club revenues. You are also in charge of submitting membership dues payments to Word Headquarters [] and keeping timely, accurate, up-to-date financial records for the club. Though the Club Treasurer’s duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they are not completed accurately and on time.”

“Will you perform these duties to the best of your ability?”

Treasurer-elect responds and then passes the gavel to the Secretary-elect.

Club Secretary

“Toastmaster _____, you have been elected to the position of Club Secretary. You maintain all club records, manage club files, handle club correspondence, and take the minutes at each club and Executive Committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International. []”

“Will you perform these duties to the best of your ability?”

Secretary-elect responds and then passes the gavel to the VPPR-elect.

Vice President Public Relations

“Toastmaster _____, you have been elected to the position of Vice President Public Relations. You promote the club to the local community and notify the media about the club’s existence and the benefits it provides. You promote the club, update Web content, and safeguard the Toastmasters brand identity. It is your job to notify the media whenever your club does something newsworthy. []”

“Will you perform these duties to the best of your ability?”

VPPR-elect responds and then passes the gavel to the VPM-elect.

Vice President Membership

“Toastmaster _____, you have been elected to the position of Vice President Membership. You promote the club and manage the process of bringing in guests and transforming them into members. By initiating contact with guests, helping them feel welcome, and providing them with the information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the Executive Committee about how to overcome membership challenges when they occur.”

“Will you perform these duties to the best of your ability?”

VPM-elect responds and then passes the gavel to the VPE-elect.

Vice President Education

“Toastmaster _____, you have been elected to the position of Vice President Education. As Vice President Education, you schedule members’ speeches, verify the completion of projects, and serve as a resource for questions about the education program, speech contests, and your club mentor program. You are an important source of Toastmasters knowledge for club members, and it is your job to become familiar with all aspects of the Toastmasters education program.

“Will you perform these duties to the best of your ability?”

VPE-elect responds and then returns the gavel to the installation officer.

Club President

“Toastmaster _____, having been elected the Club President of _____, 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 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 office.”

IO hands gavel to incoming Club President.

“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 is 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 Club President, accept this challenge and perform your duties to the best of your abilities?” The incoming Club President responds, “I will.”

“It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.”

[Addressing the club collectively] “Will everyone please stand? The growth and development of the Toastmasters program in _____ 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.”

IF OFFICER PINS EXIST THEN

“Will the newly installed Club President and Immediate Past Club President please join me at the lectern.”

“
to
and service? And
President’s pin to
dedication and service?”
 , as Immediate Past Club President of
 , will you offer the Club President’s pin
 as a symbol of his/her dedication
 , as President of
 , will you offer the Club Past
 for his/her

The IPCP and incoming Club President each pin the other officer.

The installing officer and IPCP leave the lectern. The new Club President takes charge of the meeting.

ELSE

The installing officer leaves the lectern. The new Club President takes charge of the meeting.

ENDIF

IF CLUB PRESIDENT AWARD IS PRESENTED THEN

At this time, the new Club President calls the outgoing Club President to the lectern, if not already there, and presents the Club President Award (Item 1990) to the outgoing Club President.

ENDIF

The new Club President then gives a three-minute speech, outlining the goals for his/her term.