First, ask the outgoing club officers to stand. Thank them for their work. Relieve them of their responsibilities by saying, “As of <DATE>, you are discharged from all further duties and responsibilities as officers of <CLUB NAME>.”

Next, call the new officers forward to stand together before the head of the table or lectern. Standing to the right of the lectern, the order should be: sergeant at arms, treasurer, secretary, vice president public relations, vice president membership, vice president education and president. Charge them with their new duties by saying:

**Installing Officer:**

“I am here to install the officers of <CLUB NAME> and to prepare them for the challenges that lie ahead. Their collective challenge is to make the club strong, to help people from all walks of life to speak in an effective manner, to listen with sensitivity, to be leaders, and to think creatively.”

“I charge each officer to attend club and club officer meetings, to warmly greet members and guests, to attend officer training, and to find and train your successor when your term ends. I charge you to be positive, motivated, enthusiastic, and EXCITED about Toastmasters, and about being a Toastmaster. I charge you to lead by example.”

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

Introduce each officer in turn and give a brief description of the goals and responsibilities of the office. Give the gavel to him or her as a symbol of this charge. Conclude by saying, “Will you perform these duties to the best of your ability?” then ask him or her to pass the gavel to the next person.

Sergeant-at- Arms – <NAME>

Space and Equipment: Maintain club equipment and supplies. Arrange the room both before and after the meeting. Greet guests and have them sign the Guest Book. Schedule the meeting room.

Treasurer – <NAME>

Chief Financial Officer (CFO): Plan and run the semi-annual dues collection program. Collect and pay dues for new/reinstated members. Prepare a budget, Present financial reports, Pay bills, Keep records of all financial transactions. Submit records and reports for audit purposes.

Secretary – <NAME>

Records: Record and read club and officer meeting minutes. Maintain membership roster. Submit club officer list/changes. Keep club files and records.

VP Public Relations – <NAME>

Promote the club to local media and your company. Produce a newsletter and/or website. Work with the VP of membership to promote membership building programs

VP Membership – <NAME>

Member Sales: “Sell” Toastmasters to guests. Reach out and contact guests after the club meeting. Assist prospective members filling out membership applications. Collect membership applications and new club member payments. Bring member applications to the club members for approval. Ensure that members are formally inducted. Conduct semi-annual membership building programs. Report on membership and membership campaigns

VP Education – <NAME>

Chief Operating Officer (COO) - Member Personal Growth: Design and implement the Club meetings and schedules. Provide education opportunities for all members. Meet with members to understand their goals and encourage them to meet those goals. Welcome and orient new members to the club, Ensure that new members are participating in Table Topics. Ensure that Ice Breaker speeches are given within four weeks of joining. Assign mentors to new members. Train mentors. Plan/schedule special programs in the areas of speaking, evaluating, and leadership. Organize speech contests. Encourage the use of TI manuals in both communications and leadership. Report on the educational progress of club members. Assume the role of presiding officer when the President cannot attend a club meeting. Represent the club above the club level.

President – <NAME>

Install the president last with the following special presentation.

**Installing Officer:**

“You have been elected the president of the <CLUB NAME>. You are its chief executive officer, and are now recognized as the leader and club representative. Develop a vision, mission, and goals for the club, using the Distinguished Club Program as a guide. Lead your officer team and the club by communicating clearly, listening, making decisions, and taking action. Work with your team members to create a healthy, dynamic club – a club of which everyone will be proud.

Your challenge is to see that this club enables its members to achieve their educational goals. Your challenge is also to see that your club helps the area, division, district and Toastmasters International meet their goals. Will you, as president, accept this challenge and perform your duties to the best of your abilities?”

**Club President:** “I will.”

**Installing Officer:** *(addresses the club collectively)*

The officers of the <CLUB NAME> are hereby installed.”

“Will everyone please stand?

The growth and development of the Toastmasters program in the <CLUB NAME> depends largely upon the actions of this group. As members of Toastmasters, do you pledge to individually and collectively stand by this club, to support not only the officers but each other, and to contribute and learn throughout the coming year?”

**Club Members:** “I will.”

**Installing Officer: “**This concludes the installation ceremony.” Turn control over to new President