

# District 44 Toastmasters

## CLUB OFFICER INSTALLATION PROCEDURE

CLUB NAME \_\_\_\_\_ CLUB # \_\_\_\_\_,  
AREA \_\_\_\_, DIVISION \_\_\_\_, DISTRICT 44, DATE \_\_\_\_\_

Would the outgoing officers of (club name) \_\_\_\_\_ please stand? At this time you are discharged from all of your duties and responsibilities. Thank you for your excellent service to \_\_\_\_\_ Toastmasters, Club # \_\_\_\_\_.

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It is my honor to install the officers of the (club name) \_\_\_\_\_ and to prepare them for the challenges that lie ahead. Their collective challenge is to make this a strong "President's Distinguished Club" that is dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity and think on their feet creatively. As an officer, each of you are obligated to attend Club Executive Committee meetings, District Sponsored Club Officers Training and prepare your successor for your respective offices.

Will the new officer team please come forward and form a line beginning with the Sergeant at Arms and ending with the President, as I call your name – \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

I will ask each individual officer to step forward as I briefly describe the challenges you must meet and the responsibilities you must fulfill. I will ask each officer to hold the gavel as a symbol of leadership.

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Toastmaster \_\_\_\_\_, as the **Sergeant at Arms**, you are responsible for maintaining club properties, arranging the meeting room and welcoming members and guests at each meeting. It is also your responsibility to schedule the meeting location, maintain club equipment and check after every meeting to ensure adequate supplies are available.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the Treasurer.

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Toastmaster \_\_\_\_\_, as the **Treasurer**, you are responsible for keeping clear and accurate financial records of club business and for seeing that the club remains financially stable. You prepare a budget to be approved by the executive committee and membership. You announce when it is time for members to pay dues, explain the dues structure to members, collect dues and work with the Secretary to ensure that the club submit dues on time to Toastmasters International World Headquarters.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the Secretary.

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Toastmaster \_\_\_\_\_, as the **Secretary**, you are responsible for keeping clear and accurate records of club business, including membership records and correspondence with Toastmasters International's World Headquarters and others. You work with the Treasurer to submit your club's semiannual report and due to Toastmasters International on time.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the Vice President Public Relations.

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Toastmaster \_\_\_\_\_, as **Vice President Public Relations**, you are charged with developing, implementing, and administering a publicity program that maintains a positive image of Toastmasters for all members, guests, and the general public. You enlist your fellow members in publicity activities, providing them with promotional materials and ideas for inviting guests. You regularly recognize member achievements with methods such as announcements, newsletter, email and article that you submit to the district newsletter.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the Vice President Membership.

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Toastmaster \_\_\_\_\_, as **Vice President Membership**, you are you are responsible for building and retaining membership and ensuring a strong membership base by satisfying the needs of all members. Your job is vital to the growth and success of the club. Conduct Ongoing Membership-Building Programs, Make sure all Applications for Membership are completed accurately and are immediately submitted to World Headquarters, Ensure that a thorough orientation session is conducted for all new members. Explain the educational program to all prospective members and follow up on and keep track of guests, new members and members not attending meetings.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the Vice President Education.

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Toastmaster \_\_\_\_\_, the office of **Vice President Education** is a critical office in a Toastmasters club. As Vice President Education you are responsible for providing and maintaining the positive environment and the programs through which members can learn and grow. You are to promote participation in the educational program, Assign every new member a mentor, and promptly submit members' educational achievements to Toastmasters International World Headquarters.

Another important function of this position is to attend district council meetings and vote the club's proxy; Vote at regional and international business meetings.

You preside over the meeting when the president is absent and is also required to attend club executive committee meetings and district-sponsored club officer training.

Toastmaster \_\_\_\_\_, will you perform these duties to the best of your ability?

Please pass the gavel to the President.

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Toastmaster \_\_\_\_\_, having been elected the **President** of Club # \_\_\_\_\_ (Club Name) \_\_\_\_\_, you are its chief executive officer and will be 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. 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 will be proud.

You are to attend and vote club's proxy at district council meetings or authorize a club member to do so, as well as to attend regional conference and International Convention and vote club's proxy or send proxy to district governor.

WILL YOU, AS PRESIDENT, ACCEPT THIS CHALLENGE AND PERFORM YOUR DUTIES TO THE BEST OF YOUR ABILITIES?"

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(Addresses the club collectively)

"Will the members of (Club #) \_\_\_\_\_(Club)\_\_\_\_\_ please stand?"

Your officer team has just pledged to serve this Club to the best of their ability. In order 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.

The growth and development of the Toastmasters program in club – (Club #) \_\_\_\_\_(Club)\_\_\_\_\_ depends largely upon the actions of this group. On your honor, as men and women of Toastmasters, do you pledge to individually and collectively stand by this club, work together with your officer team to make \_\_\_\_\_ Toastmasters Club the finest Toastmasters Club it can possibly be?

By the authority vested in me as your \_\_\_\_\_, 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 new \_\_\_\_\_ Toastmasters Club executive team.

CONGRATULATIONS! I will now turn control of this meeting over to your club President \_\_\_\_\_.  
Madam (Mr) President.