



# CLUB MATERIALS BULLETIN ON PROGRAMS

## INSTALLATION OF CLUB OFFICERS

### **Recognition of retiring directors and officers who will not be holding another office in the new year.**

The installing officer should ask each of these individuals to stand. This person collectively thanks them for the leadership given to the club in the past year. The audience is asked to give them recognition by applause.

### **Immediate Past President.** (Ask him or her to come forward as their name is announced.)

It is a wise provision in Kiwanis that provides for the Immediate Past President to continue one more year as a member of the board of directors. Experience as chief executive officer this past year will enable you to be most helpful, not only to your successor but to the conduct of the business of the club by the new board of directors and the club. It is my pleasure to present to you your past president's button and by so doing, to charge you with giving your best as you remain a member of the board for one more year. Congratulations to you on your fine record this past year.

### **New Directors.** (Ask them to come forward as their names are announced.)

The board of directors of a club is composed of you, the elected directors, and the officers. Most of the business of the club is handled by the board of directors, so you have a tremendous responsibility. You shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. It now becomes my pleasure to formally install each of you as a director of this club.

**New Secretary.** (Ask him or her to come forward as their name is announced.)  
In Kiwanis, the "unsung hero" is the club secretary. Your role in handling club affairs, such as looking after all details of the club and board meetings, reports to be made, dues to

be collected, correspondence to be answered and records to be kept up to date is all important if the club is to continue to run smoothly. The importance of the club secretary cannot be overemphasized. There has yet to be a successful Kiwanis club with a disinterested or ineffective secretary.

I hereby formally install you as secretary of this club.

### **New Treasurer.** (Ask him or her to come forward as their name is announced.)

As treasurer, you have been elected to an office demanding not only absolute integrity but also financial ability. It is your task to deposit the funds of the club and to disburse them upon the direction of the board of directors. You will report on the club's finances at each meeting of the board and at such other times as the president and the board may request.

I formally install you as treasurer of this club knowing that you will be faithful to the trust given to you.

### **Vice-president.** (Ask him or her to come forward as their name is announced.)

As next in line to the president, all that the president is, you are potentially. You will carry out the duties in the president's absence. I would ask that you consider the remarks to be made to your new president as being addressed to you also.

I formally install you as vice-president of this club.

(If the club has more than one vice-president, these remarks must be adjusted accordingly.)

### **President-elect.** (Ask him or her to come forward as their name is announced.)

As the one selected to lead your club during the following year, you will need to prepare to lead the club as president next year. I ask that, like the vice-president, you would consider the remarks to be made to your new

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president as being addressed to you also. As you plan activities in your life, be mindful of the responsibilities you are accepting for leadership in the future with your club. You already have committed to attend the training for club presidents when it is offered and attendance at division and district meetings.

I hereby formally install you as president-elect of this club.

**President.** (Ask him or her to come forward as their name is announced.)

You have been elected to the highest office which can be bestowed upon you by your club. It is an office of great honor but also one with great responsibilities. To no small degree, the success of your club in this new year will depend upon the leadership you exhibit, in the conduct of club and board meetings, and counseling and inspiring your committees. You have been provided with the materials and the training designed to help you administer this club as its chief executive officer, but let me emphasize again several aspects of Kiwanis club leadership. Though you will be making many suggestions on the total program of the club, you must not become discouraged if your ideas are not always accepted. Your fellow officers, directors, and committee chairmen will also have many excellent ideas just as worthy of consideration. Do not assume the responsibilities of your fellow-officers and your committee chairmen. Rather, inspire each of them to give of his or her best. A Kiwanis club can never be a one-person operation. Finally, I urge you to accept as your goal the task of making your club better, more meaningful to its members and more valuable in its service to the community.

I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your fondest expectations.

### **Conclusion**

I congratulate the club on the excellent officers installed on this day, and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district, and International officers and committee chairmen.

*PLEASE NOTE:* On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, the following might be used as is or as modified by the installing officer.

### **Recognition of retiring directors and officers who will not be holding another office in the new year.**

(Use suggestions in #1 of preceding ceremony.)

**Immediate Past President.** (Announce his or her

name and ask them to come forward)

(Use suggestion in #2 of preceding ceremony.)

**Installation of new officers and directors.** (If room permits, ask these individuals to come forward so they might better be seen by the audience.)

**(To those being installed)** Will you raise your right hands.

Do you solemnly and sincerely promise . . .

. . . that you will administer the office to which you have been elected to the best of your ability and judgment, in conformity with the bylaws of this club?

. . . that in all your acts you will be guided by the Objects of Kiwanis International, which are:

*To give primacy to the human and spiritual, rather than to the material values of life.*

*To encourage the daily living of the Golden Rule in all human relationships.*

*To promote the adoption and application of higher social, business, and professional standards.*

*To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.*

*To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.*

*To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.*

If this be your desire, your answer is, I will. (All answer in unison.)

I do hereby proclaim that each of you is officially installed in the office to which you have been elected.

I congratulate the club on the excellent officers installed on this day and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district, and International officers and committee chairmen.