**SCRIPT FOR ON-SITE INSTALLATION CEREMONY**

***<Script to be edited for Annual and Semi-Annual Clubs>***

***Note to the Installing Officer:***

The content in this script has parts that are for your reference only, which are marked in “***italics***” and parts that need to be read out during the ceremony, which are mentioned as “**read**”.

*<Note>*

*Before the meeting – In order to make the Installation Ceremony efficient and effective,*

1. *Please practice reading this script (preferably twice) prior to the Installation Ceremony.*
2. *Please ensure that e gavel is with you / at the lectern (or table) before you start the Installation Ceremony.*
3. *Prior to the meeting, please explain the entire process that will be followed to the Incoming Club Officers.*
4. *For annual clubs, term of office is July 01, 2023 through June 30, 2024.*
5. *For semi-annual clubs, the terms of office are July 01, 2023 through December 31, 2023 and January 01, 2023 through June 30, 2024.*
6. *For Hybrid meetings refer to both online and onsite scripts and make the necessary changes as is required in the situation.*

**During the Meeting**

**<Read>**

Good morning / afternoon / evening Toastmasters!

We have gathered here today for the Installation Ceremony of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*)

It is time for a change-of-guard in the Club. It is my honour to serve as the Installation Officer and install the Incoming Club Officers for the term July 01, 2023 through June 30, 2024 / December 31, 2023 (*Edit as per the club’s practice*).

Before I start the installation procedure, may I request the outgoing club officers to rise wherever they are seated as I call out their names:

Sergeant at Arms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

Vice President Public Relations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

Vice President Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

Vice President Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name*)

**<Read>**

Dear Officers,

You have had a successful term and you should be extremely proud for serving the members of the club magnificently in your respective offices. On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*), District 121, and Toastmasters International, I appreciate you for your hard and successful work this term.

(*Mention the achievements by the club, if any – For example, Distinguished status, significant District awards won, etc.. Please mention a maximum of two or three points*).

1. *<Club Achievement>* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. *<Club Achievement>* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. *<Club Achievement>* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby discharge you from all further duties and responsibilities of your respective office. Please give the outgoing officers a round of applause for the wonderful service they have rendered to this club. You may take your seat.

(*Please wait till the applause settles down*)

***Important notes to the Installing Officer:***

1. *Invite all incoming officers one by one to the stage. if the lectern is on the right side of the stage, the SAA will stand closest to the lectern and the President stands the farthest.*
2. *Each introduction shall be short (maximum of two or three sentences)*
3. *Order to follow inviting the incoming officers – Club SAA, Treasurer, Secretary, VPPR, VPM, VPE, President.*
4. *Handover the gavel to the SAA. SAA passes it to the Treasurer and finally reaches the VPE.*
5. *Collect the gavel from the VPE and hand it over to the Incoming President once you read the President’s roles & responsibilities)*

**<Read>**

As I call your name, I request the elected officer to walk up to the stage and stand next to me, one-by-one, starting from SAA to the President. I also request the audience to please withhold applause till the installation ceremony is concluded.

**Club Sergeant at Arms**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club Treasurer**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club Secretary**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club Vice President Public Relations**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club Vice President Membership**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club Vice President Education**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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**Club President**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*) (*Read out a brief bio of the officer, two to three sentences, including their accomplishments and milestones achieved in Toastmasters*

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Thank you, Toastmasters!

**<Read>**

Fellow Toastmasters

I am here to install the officers of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*), and to prepare them for the challenges that lie ahead. As a team, their collective challenge is to make the club strong and dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity, and passionately lead to help many individuals.

As they work toward Toastmasters International’s Club Mission, each Officer is obligated to:

* attend Club Executive Committee meetings,
* attend District-sponsored Club Officer Training Program,
* prepare a successor for his/her respective office.

As I briefly describe the challenges she or he would meet and the responsibilities she or he must fulfil, I request each officer to step forward, hold this gavel as a symbol of leadership and take the oath by saying, -“I will”

**Club Sergeant at Arms**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As Sergeant at Arms, your responsibilities include:

* arrange the meeting room.
* maintain club equipment in working order.
* ensure that adequate club supplies are available.
* set up the room before the meeting begins.
* make sure that all relevant educational and PR materials are displayed.
* attend to special equipment needs.
* greet guests.
* help the President make sure the meeting begins on time.

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to the next officer.

**Club Treasurer**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As Treasurer, your responsibilities include:

* keep financial records and prepare the club budget
* announce when it's time for members to pay dues
* explain the dues structure to members
* collect dues
* work with the Secretary to ensure that the Club submits dues on time to Toastmasters International World Headquarters

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to the next officer.

**Club Secretary**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As the Club Secretary, your responsibilities include:

* maintain an accurate membership roster,
* work with the Treasurer to ensure that new member application and dues get to Toastmasters International World Headquarters as soon as possible
* submit the new club officer list to Toastmasters International on time,
* work with the Treasurer to submit your club's semi-annual report and dues to Toastmasters International on time,
* provide the club with minutes of each meeting

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to the next officer.

**Club Vice President Public Relations**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As Club Vice President Public Relations, your responsibilities include:

* attract visitors to the Club through free publicity,
* use a variety of means to promote the club and its members in as many mediums as possible both online and offline
* enlist your fellow club members in PR activities, providing them with promotional materials and ideas for inviting guests
* regularly recognize member achievements with methods such as announcements, newsletters, emails, and articles that you submit for the district bulletin

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to the next officer.

**Club Vice President Membership**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As Club Vice President Membership, your responsibilities include:

* lead the Club's membership building efforts,
* help members with any requirement during their journey, listen to their grievances, and provide emotional support if need be
* while the VP of PR motivates people to visit your Club , you motivate the current members to invite guests,
* promptly give new member applications and dues to the Secretary and Treasurer
* personally greet guests and provide them with membership application
* make sure each guest hears about the benefits of Toastmasters and gets a personal invitation to become a member

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to the next officer.

**Club Vice President Education**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please hold the gavel and step forward,

As Club Vice President Education, your responsibilities include:

* gain commitments from members to set educational goals for themselves,
* assure that club members are aware of the schedule of meeting roles,
* plan meetings that will assist members in meeting their individual goals,
* work with club members to keep meetings fun and well-run,
* ensure all members adopt to Pathways,
* work with your members to ensure that they submit their applications for educational awards promptly,
* represent your Club at Area and District Council meetings
* as the second highest-ranking officer, preside over the meeting when the Club President is unavailable

Will you perform these duties to the best of your ability? Please respond, “I will”

[*Acknowledge response*]

Thank you, you may pass the gavel to me.

*(Please collect the gavel from the VPE and stand next to the President)*

**Club President**

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Please step forward,

As the President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*), you are the Chief Executive Officer.

Thus, you:

* preside at all club meetings and all meetings of the club executive committee,
* it is your challenge to see that this club adds new members and meets the needs of its current members to achieve their communication and leadership goals
* establish a club climate that is supportive, stimulating, and rewarding to its members,
* realize that among the resources available to your commitment is towards
* fellow Club members
* Club Executive Committee
* Area Director
* Division Director
* District 121 leaders and officers of Toastmasters International headquarters.

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*), I hand this gavel over to you <*please handover the gavel to the President*> as a symbol of the power and authority that your club has given you during your term of office. Please use it wisely and with restraint.

Remember, 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.

Toastmaster/ Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*), as a member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*) as well as its leader, will you work with your Executive Committee and your club members to make this a vibrant and a rewarding club this term and help every individual with honesty, loyalty, and empathy?

Please respond, “I will”

[*Acknowledge response*]

Thank you, Toastmaster / Distinguished Toastmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*),

*<Address the audience>*

**<Read>**

Dear members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*) please rise from your seats. Your Officer team has just pledged to serve this club to the best of its ability. 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. Do you as members pledge to work together with your Officer team to make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*) the finest Toastmasters club it can possibly be? Please respond, “We Will”

*[Acknowledge response]*

Thank you! Please take your respective seats.

By the authority vested in me as the Area Director of District 121, it is my pleasure to declare these Toastmasters Officers installed in their respective offices.

Please join me in extending a warm welcome to the Executive Team of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mention the name of the Club*) for the term July 01, 2023 through June 30, 2024 / December 31, 2023 (*Edit as per the club’s practice*).

*[Lead the Applause]*

*Note to the Installing Officer*

***After the meeting***

*Congratulate the Team and build rapport.*