**SCRIPT FOR ONLINE 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. *Prior to the meeting, please explain the entire process that will be followed to the Incoming Club Officers.*
3. *Please ensure that each officer is in a place to rise from their respective seat during the Installation Ceremony and carries a pen (that can be considered equivalent to holding a gavel). [An alternative could be to raise their right hand while taking “oath”]*
4. *It is recommended that the Officers not use virtual backgrounds during the ceremony as that might disturb the clarity of the incoming video feed.*
5. *For annual clubs, term of office is July 01, 2023 through June 30, 2024.*
6. *For semi-annual clubs, the terms of office are July 01, 2023 through December 31, 2023 and January 01, 2023 through June 30, 2024.*
7. *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 turn their videos on if they are comfortable, rise wherever they are connected as I call out their names,

I would also request the moderator to bring these officers on spotlight.

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. The moderator may now please remove them from the spotlight.

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

1. *Request the moderator to spotlight the video of all incoming officers one by one as you call their names.*
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.*

**<Read>**

As I call the name of each elected officer, I request the moderator to spotlight their video feed, 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 a pen as a symbol of leadership (or raise their right hand), unmute your microphones and take the oath by saying, “I will”

I request the moderator to remove all officers from spotlight and spotlight the video of respective officer as I install them. I request each officer to hold a pen which signifies gavel as a symbol of leadership or raise their right hand which signifies taking the oath, as I briefly describe the responsibilities they must fulfil.

**Club Sergeant at Arms**

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

As Sergeant at Arms, your responsibilities include:

* arrange the virtual meeting room.
* maintain club equipment in working order.
* ensure that adequate club supplies are available.
* set up the room before the meeting begins. including breakout rooms (if needed).
* ensure audio / video connectivity of the meeting participants before the meeting starts.
* 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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the next officer.

**Club Treasurer**

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

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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the next officer.

**Club Secretary**

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

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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the next officer.

**Club Vice President Public Relations**

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

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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the next officer.

**Club Vice President Membership**

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

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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the next officer.

**Club Vice President Education**

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

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 enrol into a path and make best use of the pathways learning experience,
* 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 unmute and respond, “I will”

[*Acknowledge response*]

Thank you, I request the moderator to spotlight the Incoming President.

**Club President**

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

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 the gavel virtually to you 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 unmute and 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 you are connected. 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 unmute and respond, “We Will”

*[Acknowledge response]*

Thank you! Please mute your microphones and take your 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.*