

# Club Officer Installation Ceremony

## *The Event of the Year!*

The annual meeting for the installation of club officers is a long-time Lions club tradition; usually held as the first meeting of the new fiscal year. It is a celebratory event that is an opportune time for a club to:

**Express gratitude** to the previous board members as they complete their term of service for serving the club. It may be appropriate to present outgoing board members with small tokens of gratitude.

**Honorably transfer authority and responsibility** from current leaders to newly elected directors and officers at the beginning of each fiscal year. Some clubs have a strong tradition of “passing the club gavel” from outgoing president to incoming president.

**Recognize club members** who have provided excellent leadership and service to the club the previous year. This is for those members who may have provided extraordinary efforts to large projects.

**Celebrate the club’s service** and positive effect on its community. It is appropriate to recount all of the club’s service success over the past year.

**Acknowledge community members** who provided outstanding support to the club’s service. If the club has a strong community benefactor assisting the club in its service, it is appropriate for the entire club to extend its gratitude.

**Recognize long-time members** of the club for their dedication, service and leadership (could recognize all original charter members).

**Provide an opportunity to share the club’s goals** and chosen program of service for the upcoming year to the newly elected club president to inspire the club members to commit to making its community a better place to live.

**Celebrate club milestones**, such as the club’s anniversary or long-lasting community service programs.

## *The Installation Ceremony*

It is the club's decision how traditional or formal its club officer installation and celebration will be. Whether formal or informal, grand or quaint, it can be equally meaningful and momentous.

## *Officiator of the Installation Ceremony*

Typically, the immediate past club president officiates the installation ceremony, which provides a symbolic passage of leadership authority from the current to the newly elected leaders. Occasionally, a district officer such as the district governor, region or zone chairperson may be available and invited as a special guest to perform the installation ceremony.

The installing officer should have an assistant for the ceremony, to manage documents and any presentation materials. This may be the club secretary, who can assist the incoming officers with their seating arrangement.

## *Seating for a Formal Installation*

When a front table, small stage or dais is used, it is useful to have a planned seating chart of the incoming board of directors to ease the installation procession. Below is a suggested seating arrangement to facilitate an orderly ceremony.

Seating from left to center for all incoming board members:

- Program Coordinator
- Safety Officer (optional)
- LCIF Coordinator (if not the Immediate Past Club President)
- Club Branch President (if applicable)
- Lion Tamer
- Tail Twister
- Directors
- Outgoing Club President

Seating from right to center for incoming club officers:

- Club Marketing Communications Chairperson
- Club Service Chair Chairperson
- Club Membership Chairperson
- Club Treasurer
- Club Secretary
- Club Third Vice President
- Club Second Vice President
- Club First Vice President
- Incoming Club President

### *Scripts for Installation of Directors and Officers*

A set of formal scripts follows that includes each position provided in the standard club structure. A simplified ceremony with a shorter script for just the directors as one group and then the club officers as another may also be used for a more informal event.

It is appropriate after the completion of the ceremony to offer the incoming president an opportunity to address the club as a whole. This is a good time to recognize the efforts of club members for their hard work, thank those completing their terms of service for their leadership and inspire all to work together serving the community.

#### **Opening Statement:**

Once all incoming members have taken their places per the seating arrangement before the audience, the ceremony may begin.

“Welcome to installation ceremony of the newly elected members of the \_\_\_\_\_ Lions Club board of directors.

Each of the following members has been duly elected to their position as provided in the club constitution and by-laws, and understands the roles and responsibilities of the position which they will hold for the next fiscal year. I will now call forward each incoming board member by position.”

## *Board of Directors Members*

### Program Coordinator

(The Program Coordinator is called forward and takes a place next to the installation official).

“Lion \_\_\_\_\_, you have been elected to serve as Program Coordinator.

Will you work to improve the club meetings by providing programs and speakers of interest to the club members, to ensure meaningful club meetings? Will you, as Program Coordinator, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer ‘I will.’”

Program Coordinator, “I will.”

### Safety Officer

(The Safety Officer is called forward and takes a place next to the installation official).

“Lion \_\_\_\_\_, you have been elected to serve as Safety Officer.

Will you ensure that comprehensive safety measures, adequate supervision and insurance coverage are in place for all activities and events for both Lions and participants? Will you, as Safety Officer, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer ‘I will.’”

Safety Officer, “I will.”

## Club LCIF Coordinator

(Confirm if the immediate past club president is filling this role. If so, skip this if the outgoing club president is serving as the installation officer)

(The LCIF Coordinator is called forward and takes a place next to the installation official).

“Lion \_\_\_\_\_, you will serve as LCIF Coordinator.

Will you communicate the mission of LCIF to your club and collaborate with the service chairperson and LCIF district coordinator to promote LCIF? Will you, as LCIF Coordinator, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer ‘I will.’”

LCIF Coordinator, “I will.”

## Club Branch President (if applicable)

(The club branch president is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to the office of club branch president of your club branch. You are its chief executive officer. Your success is a reflection of your club branch’s success. Now is the time to continue building your club branch in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions Clubs International.

Will you preside at all regular and special meetings of your club branch and ensure effective operations of the club branch in compliance with our club’s constitution and by-laws? If so, please answer, “I will.”

Club Branch President, “I will.”

**Lion Tamer (optional board position)**

(The Lion Tamer is called forward and takes a place next to the installation official).

“Lion \_\_\_\_\_, you have been elected to serve as Lion Tamer.

Will you care for the display and storage of the club’s property; flags, gong and gavel? Will you also serve as sergeant at arms and greeter for both guests and members? Will you, as Lion Tamer, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer ‘I will.’”

Lion Tamer, “I will.”

**Tail Twister (optional board position)**

(The Tail Twister is called forward and takes a place next to the installation official).

Lion \_\_\_\_\_, you have been elected to serve as Tail Twister. Will you promote harmony, fellowship, fun, and enthusiasm to draw the members together at club meetings; using your best judgment to assist with club administrative fund raising? Will you perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.

**Club Directors**

(The Club Directors are called forward and take a place next to the installation official.)

“Lions \_\_\_\_\_ and \_\_\_\_\_, you still have one year to serve your club as directors.

Lions \_\_\_\_\_ and \_\_\_\_\_ you have been elected to serve your club as directors for two years.

With the other officers, will you assist to formulate and execute the policies and new business, faithfully attend board and club meetings and give unselfishly of your time and effort to advance your club and Lions Clubs International? Will you, as directors, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.”

Club Directors, “I will.”

## Officers

### Marketing Communications Chairperson

(The Marketing Communications Chairperson is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to serve your club as Marketing Communications Chairperson. Will you develop and implement the club communications plan to publicize club activities to both members and non-members, expand newsworthy accomplishments via all available means of effective communications and media distribution? Will you, as Marketing Communications Chairperson, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.”

Marketing Communications Chairperson, “I will.”

### Service Chairperson

(The Service Chairperson is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to serve your club as Service Chairperson. Will you work with others to develop, communicate and implement the annual program of community and humanitarian service approved by the club’s board of directors, incorporating both youth/Leos, members and non-members in your service projects? Will you, as Service Chairperson, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.”

Service Chairperson, “I will.”

## Membership Chairperson

(The Membership Chairperson is called forward and takes a place next to the installation official)

“Lion \_\_\_\_\_, you have been elected to serve your club as Membership Chairperson. Will you help develop and implement a membership growth plan and retention program to encourage and assist the club in recruiting and retaining high-quality members? Will you, as Membership Chairperson, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.”

Membership Chairperson, “I will.”

## Treasurer

(The Treasurer is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to serve your club as treasurer. Will you manage the collection of club dues and be the custodian of all club receipts and expenditures; giving bond for the faithful fulfillment of duties in keeping with recognized and accepted business and financial practices? Will you, as treasurer, perform all of your duties as provided by your club’s governing documents to the best of your ability?” If so, please answer “I will.”

Treasurer, “I will.”

## Secretary

(The Secretary is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to serve your club as secretary. Will you maintain all of the general records of the club, submit reports as required by the district and international association and serve as the liaison between your club, zone, district and Lions Clubs International? Will you also serve as an active member of the district governor’s advisory committee, attending the meetings of your zone? Will you, as secretary, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer “I will.”

Secretary, “I will.”



## Vice Presidents

(The Vice-presidents are called forward and take a place next to the installation official.)

Installing Officer:

“Lions \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_,

(third vice-president, second vice-president and first vice-president)

you have been elected to serve as vice presidents. Will you, in order of your office and presence, substitute for the president when absent from any club or board of directors meeting and oversee the functioning of such committees as the president may designate? If requested, will you also serve as an active member of the district governor’s advisory committee, attending the meetings of your zone? Will you, as vice-presidents, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer, “I will.”

Vice-presidents, “I will.”

## Club President

(The president is called forward and takes a place next to the installation official.)

“Lion \_\_\_\_\_, you have been elected to the office of president of your club. You are its chief executive officer. Your success is a reflection of your club’s success. Now is the time to continue building your club in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions Clubs International.

Will you preside at all regular and special meetings of your club and board of directors, appoint standing and special committees and ensure their success? Will you also serve as an active member of the district governor’s advisory committee, attending the meetings of your zone? Will you, as president, perform all of your duties as provided by your club’s governing documents to the best of your ability? If so, please answer, “I will.”

President, “I will.”

## Turning to the Audience:

“It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

(Addresses president, presenting the gavel of the club):

“To you, Lion President, I hand this gavel, as a token of your club’s esteem, love and confidence in you, and as your symbol of authority. On behalf of the membership of your club, I want to assure you of their readiness to follow your leadership during your term of office.”

“And now Lion \_\_\_\_\_, it is my personal pleasure to congratulate you upon the honor your club has conferred in electing you as its chief executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.”

## *Logistics*

Pre-event logistical preparations for the installation ceremony are dependent on the desired formality of the event.

## *Promotion*

The installation lends itself to being a celebration for the club to share with other Lions, Leo’s and Lioness club members, family, friends, benefactors, beneficiaries and community leaders.

As with any club social event or important general membership meeting, make sure that the event is communicated and announced well in advance to ensure a high attendance. Be sure to include in a written invitation containing all of the pertinent facts:

Date and time

Location

Special guests or entertainment

Theme/Attire

Cost and payment options

Menu choices

RSVP

## *Formal Set-up*

A formal event may include a complete dais platform and podium set-up. This would allow the incoming officers to be seated before the club members. If so, it may necessitate the creation of a detailed seating chart with members being presented for installation in a prescribed order. If the club recognizes traditional protocol, apply it to the seating plan and introduction of dignitaries.

## *Formal Annual Meeting Tips*

The board policy manual provides the details of protocol for formal meetings.

## *Informal Annual Meeting Tips*

A less formal event could encompass new board members seated at tables amidst the club members, perhaps at reserved tables near the front of the group and close to the presentation podium or traditional front table. The incoming officers and directors may be asked to simply stand for their portion of the ceremony without proceeding to a staging area in front of the group.



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