



KIWANIS CLUB OFFICER INSTALLATION WORKSHEET

As Lt. Governor you are the one designated to install club officers. If you cannot be present, select a Past Lt. Governor or District Officer to do the honors. Remember, the installation warrants the best efforts to make it a memorable occasion.

- Be at ease — your audiences will follow your lead.
- Be brief, yet all inclusive.
- Be warm and congenial.
- Be business-like, but not stiff and cold.

This outline and script worksheet is for guidance only. Try not to read it word-for-word, but add your own “touch” to make it personal and meaningful to all those present.

Club: _____

Date: _____ Time: _____
Social Dinner

Location: _____

Contact Person: _____

Phone Number: _____

	<u>YES</u>	<u>NO</u>
Overnight Accommodations Needed:	<input type="checkbox"/>	<input type="checkbox"/>
Act as Installing Officer:	<input type="checkbox"/>	<input type="checkbox"/>
Shall be Guest Speaker also:	<input type="checkbox"/>	<input type="checkbox"/>
Are pins provided?	<input type="checkbox"/>	<input type="checkbox"/>
Present Past President Plaque?	<input type="checkbox"/>	<input type="checkbox"/>
Present Election Certificates?	<input type="checkbox"/>	<input type="checkbox"/>

RETIREMENT OF OUTGOING CLUB OFFICERS

1

RETIRING DIRECTORS

Present pins?

Before installing the new slate of officers and directors, those who have served during the past year should be recognized. Do this as follows:

“I will now call the names of directors who are retiring from the board this year. When your name is called, please stand and remain standing until all of the names have been called:

Thank you for your faithful service in directing your club this past year. Along with the members, we thank you for a job well done. You may be seated.”

2

RETIRING SECRETARY (only if retiring!)

Present pin?

“We will not ask _____ to come forward (or stand). You have served your club as secretary, and we all join in thanking you for your hard work and faithfulness.”

3

RETIRING TREASURER (only if retiring!)

Present pin?

Name: _____

“You have overseen the funds of this club in a fiducial manner, and we take this opportunity to thank you for your labor.”

4

VICE PRESIDENT(S) (only if retiring!)

Present pin?

Name: _____

“As Vice President you have served a valuable role for your club. Thank you for your help and interest. We wish you the very best in Kiwanis no matter what future role you may take.”

5

RECOGNITION OF OUTGOING PRESIDENT

Present pin?

(Announce name and call forward)

Name: _____

“Your club bylaws provide that the Immediate Past President serve one more year as a member of the board of directors. This is a very prudent provision, for your experience as the club’s chief executive will be most helpful to your successor as well as the board of directors.

It is my pleasure to present you with this Past President’s pin in recognition of your fine record this administrative year. I also charge you with the responsibility to continue on the board of directors, using the knowledge you have gained and to be a wise counsel to the incoming president and board of directors.”

INSTALLATION OF NEW OFFICERS

6

CLUB DIRECTORS

Present pins?

“We will now install those who are coming onto the board as directors for this coming year. As your names are called, please come forward.”

The board of directors is comprised of you, the elected directors, and the officers. Most club business is conducted by the board of directors, so you are assuming significant responsibility for your club. You will determine club policies and activities, approve the budget and payment of bills, counsel committees, approve and discipline members and generally manage the club.

I congratulate each of you, and know that each of you will work towards this club will having its best year ever.”

7

CONTINUING CLUB SECRETARY

Present pin?

(Ask the continuing secretary to stand)

Name: _____

“You are no stranger to the role of club secretary. You have been fulfilling this duty for _____ years, and the club has again placed its confidence in you to continue. Thanks for past service, and we know you will have another great year as secretary.”

8

NEW CLUB SECRETARY

Present pin?

(Ask the new secretary to come forward)

Name: _____

“Being a club secretary is a demanding job as it requires patience, diligence, and sometimes even a sense of humor. You must look after the details of club and board meetings, reports, dues collection, records, correspondence, and other items necessary for the smooth functioning of the club. Your active interest and involvement in all club matters will be vital to the club’s success in the year ahead. It is with pride that I install you as secretary of this club.”

9

CONTINUING CLUB TREASURER

Present pin?

(Ask the continuing treasurer to stand)

Name: _____

“You have served well in the office of treasurer, and this club is again expressing their confidence in your good service by asking you to stay another year. It is my pleasure to install you as treasurer of the Kiwanis Club of _____”

10

NEW CLUB TREASURER

Present pin?

(Ask the new treasurer to come forward)

Name: _____

“As treasurer, you have been elected to an office demanding integrity and financial responsibility. It will be your task to deposit club funds and to disburse them upon the direction of your board. You will report on the club’s finances at each meeting of the board and at such other times the president or board may request.

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

11

VICE PRESIDENT / PRESIDENT-ELECT

Present pin?

(Ask Vice President and/or President-Elect to come forward)

Names: _____

“Next year, you will be succeeding to the office of President. You must be prepared to carry on the duties of that office, and be available if and when the president is absent. Please listen to my charge to the president, for these words will benefit you also.

I formally install you to the office of (Vice President) (President-Elect), and wish you well.”

12

CLUB PRESIDENT

Present pin?

(As the president to come forward)

“You have been elected to the highest office that can be bestowed upon a member of the club. With this honor, goes a great amount of responsibility. The club felt you could assume this challenge, or they would not have placed you in this position. To no small degree, the success of your club this coming year will depend upon the leadership you display in conducting club and board meetings, and in the counseling and inspiration given to your committees.

Listen to your members, for they are the heartbeat of the club. Listen to your fellow officers, for they are experienced leaders. Listen to your District and International leaders, for they are in a position to help ease your load.

You can be a great president, I know. Accept the challenge with an open mind towards growth and service. Conduct your meetings with dignity—but in it all, be certain to have some fun!

*It is my great pleasure to present _____
new president of the Kiwanis Club of _____.*

(NOTE: It is often well to have the “spouse” of president attach the officer pin on the garment).

“Finally, thank you for inviting me to this great occasion. I commend the club on your selection of a fine slate of officers, and know you will have a great year. Remember, I am available throughout the coming months to help in any way you might request.”